

# **PERFORMANCE EVALUATION SYSTEM (PES) WINDOWS<sup>®</sup> FRONT END (WinFE v3.0)**

## **USER'S MANUAL**

**Contract ITOP II DTTS59-99-D-00446**

**Delivery Order M67854-00-D-5000/002**

**This User's Manual is applicable only to PES Windows<sup>®</sup> Front End  
(WinFE) Release 3.0 dated 12 April, 2001**

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# PERFORMANCE EVALUATION SYSTEM WINDOWS<sup>®</sup> FRONT END SUBSYSTEM User's Manual Outline

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# 1 REQUIRED READING

## 1.1 INTRODUCTION

Welcome to the Marine Corps Performance Evaluation System (PES) Windows® Front End (WinFE) Application. This application, in conjunction with Marine Corps Order P1610.7E Performance Evaluation System Manual (Short Title: PES), is designed to assist in the preparation of a new fitness report form. The application is designed for the novice user to install and operate, and assumes familiarity with Microsoft® Windows® 95, Windows® 98, Windows® 2000, or Windows® NT operating systems. The application includes a standard Microsoft® Windows® user interface and provides help functionality. Please refer to MCO P1610.7E for Marine Corps fitness report policy guidance.

## 1.2 COMMANDANT'S GUIDANCE

The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. ***Reviewing Officers will not concur with inflated reports.***

## 1.3 MISSION

This user's manual provides instructional information for the installation and operation of the PES WinFE application. It includes an overview of system requirements, an explanation of system functionality, and a description of the help topics provided within the application. The application, supported by this user's manual, provides step by step assistance to Reporting Officials in completing the new fitness report form.

Please note that the help topics provide basic information and reference for specific policy and procedural guidance contained in MCO P1610.7E. The help topics deliberately lack detailed text from the MCO to ensure that future changes to the MCO do not necessitate major updates to this application.

## 1.4 SYSTEM OVERVIEW

The PES WinFE application is designed to run on a Microsoft® Windows® 95, Windows® 98, Windows® 2000, or Windows® NT based IBM compatible personal computer and a laser printer set to letter quality print. While PES WinFE will run on a networked computer, a network is not required. To print fitness report forms, the user may use a local printer (one connected directly to the PC) or a networked printer, if available. Ensure the printer uses black ink. **Do not submit fitness reports printed on dot matrix, ink jet, or postscript printers.** They will not be accepted by HQMC.

PES WinFE is designed to run on systems with a 14" monitor (measured diagonally) or larger, using small fonts, at a screen resolution of 800 x 600. If you do not know, or believe you need to change your font or screen resolution settings, contact your local Information Systems Coordinator (ISC), Information Systems Management Officer (ISMO) or G-6. Properly configured, approximately two-thirds of each page of the Fitness Report will fit on your screen. Computers with large monitors may, if desired, be set to higher screen resolutions, allowing more of the fitness report form to be displayed on the screen.

Additional information on minimum system requirements, such as free hard drive space and RAM are included in the *Section 1.5*.

## 1.5 MINIMUM SYSTEM REQUIREMENTS

Microsoft® Windows® 95/Windows 98®/ Windows 2000®/NT 4.0:

- 486/33Mhz processor
- 30 MB free hard disk space
- 16 MB RAM (32 MB recommended)
- 14 " SVGA Monitor (800 x 600 resolution)
- HP LaserJet II (or equivalent printer) in letter quality mode

Installation of Microsoft® Word® 97 or Word® 2000 is highly recommended for the use of the spell check option but is not required for WinFE to work properly.

## 1.6 DATA SECURITY

Per paragraph 7001 of MCO P1610.7E, reporting officials must safeguard the sensitivity and privacy of fitness report information. This information must not be provided to others, left behind upon detachment (to include computer hard drives), or maintained as a system of organizational files.

To support the safeguard of fitness report information, this application is designed to save data to floppy disks (A: drive). Reporting officials are discouraged from saving fitness

report data to their hard drives. **Should the need arise to save fitness report information to a hard drive, the reporting official must ensure that appropriate security measures are taken, and that all files are removed prior to their detachment or upon replacement of their computer hardware**



## 2 GETTING STARTED

### 2.1 INSTALLATION/UNINSTALLATION OF THE SOFTWARE

The application can be installed from the WinFE CD-ROM. Before you begin installation, close all other window applications. Also, ensure that your system meets the minimum specification in *Section 1.5*.

1. Before you begin, **close all other Windows applications**.
2. Insert the **CD-ROM** in the **CD-ROM drive**. The installation program is designed to start automatically on most PCs. If the installation program begins, go to step 6 or 10.
3. If you need to start the installation manually, from the **Start** menu, choose **Settings**, then **Control Panel**, and then **Add/Remove Programs**.
4. Click **[Install]** on the *Add/Remove Programs Properties* window. Then click **[Next]** on the *Install program from Floppy Disk or CD-ROM* window.
5. Setup.exe should appear in the “Command line for installation program” input box. If it does not, click **[Browse]** and select the Setup.exe program on the CD-ROM. Then click **[Finish]** on the *Run Installation Program* window.

*If a previous version of PES already exists on this computer, the Maintenance Window will appear. If this message does not appear, proceed with step 10 below.*

6. To Modify the previously installed version, choose **[Next]**, select the components you would like to add, then choose **[Next]**, and **[Finish]**.
7. To Repair the previously installed version, choose **[Repair]** then **[Next]** and finally **[Finish]**.
8. To Uninstall WinFE choose **[Remove]**, **[Next]**, and **[OK]** when the message box appears.
9. To cancel the Maintenance of the previous version, click **[Cancel]**.

*If there isn't a previous version installed, installation will begin.*

10. Click **[Next]** on the *Welcome to PES WinFE window*.
11. Uncheck the check box on the *PES Component* window if you do not want to install the user's manual at this time.
12. To install the application in the default location, click **[Next]** on the *PES Component* window. To install in a different location, click **[Browse]**, choose a different location and click **[OK]**. Then click **[Next]** on the *PES Component* window.
13. The install program will now copy the PES program files to your hard drive. A message will appear stating that the installation is finished. Click **[Finish]**.

CONGRATULATIONS! You have successfully installed the PES WinFE Application. To Run the WinFE application, double-click the **PES Icon** on your Windows Desktop.

You now have access to the application. If you are experiencing any problems, refer to *Section 1.5* or contact your local Information Systems Coordinator (ISC), Information Systems Management Officer (ISMO) or G-6.

## 2.2 TOOLBAR FUNCTIONS

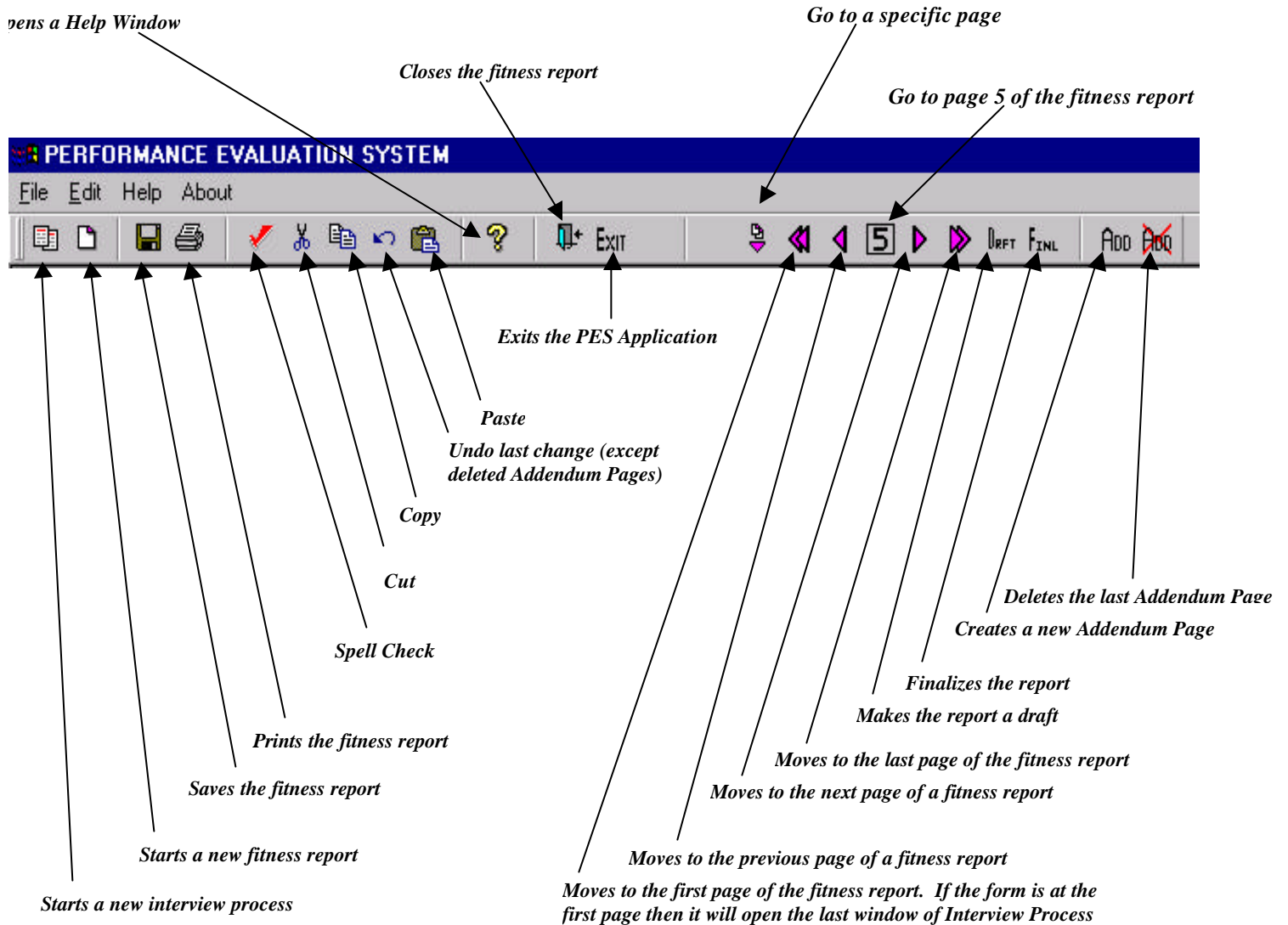


Figure 2-1 Toolbar Functions

## 2.3 MENU FUNCTIONS

*Starts a new interview process*

*Start a new fitness report*

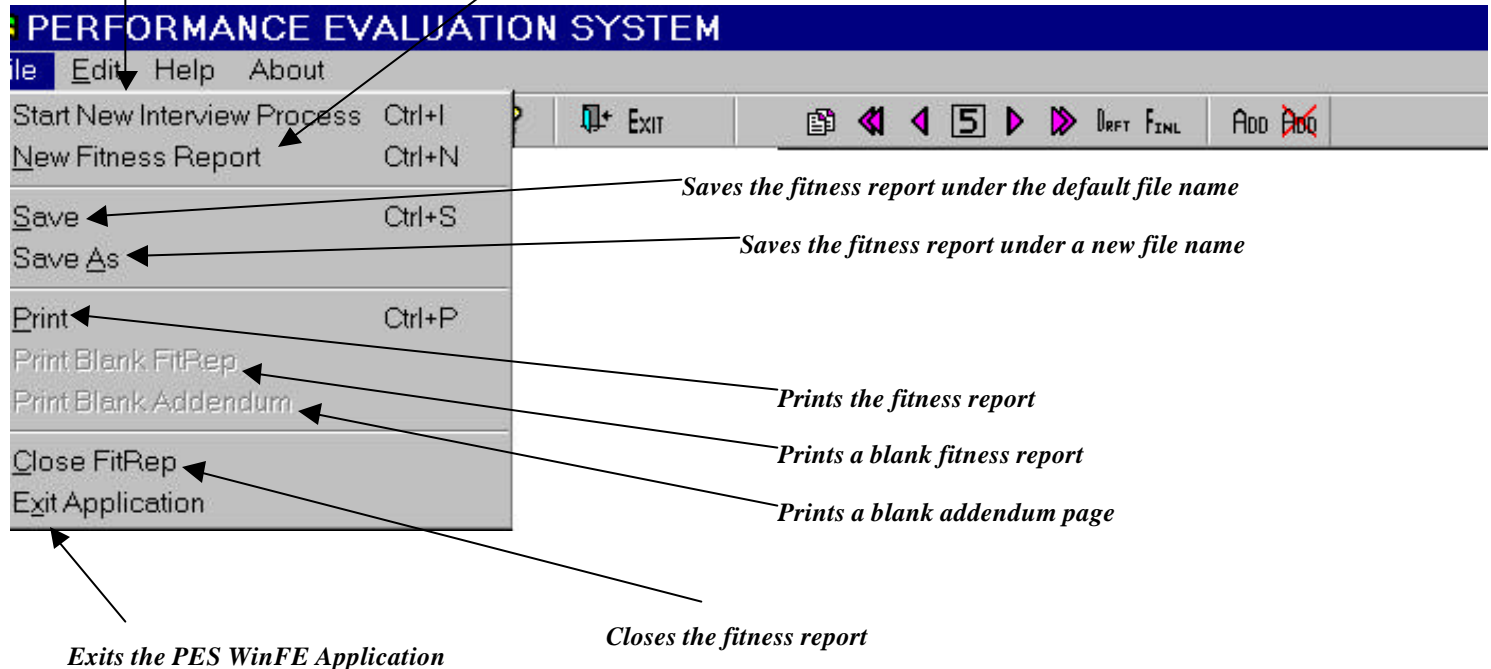
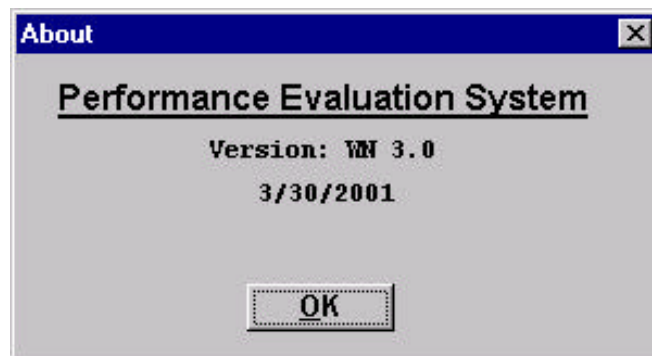


Figure 2-2 File Menu Functions



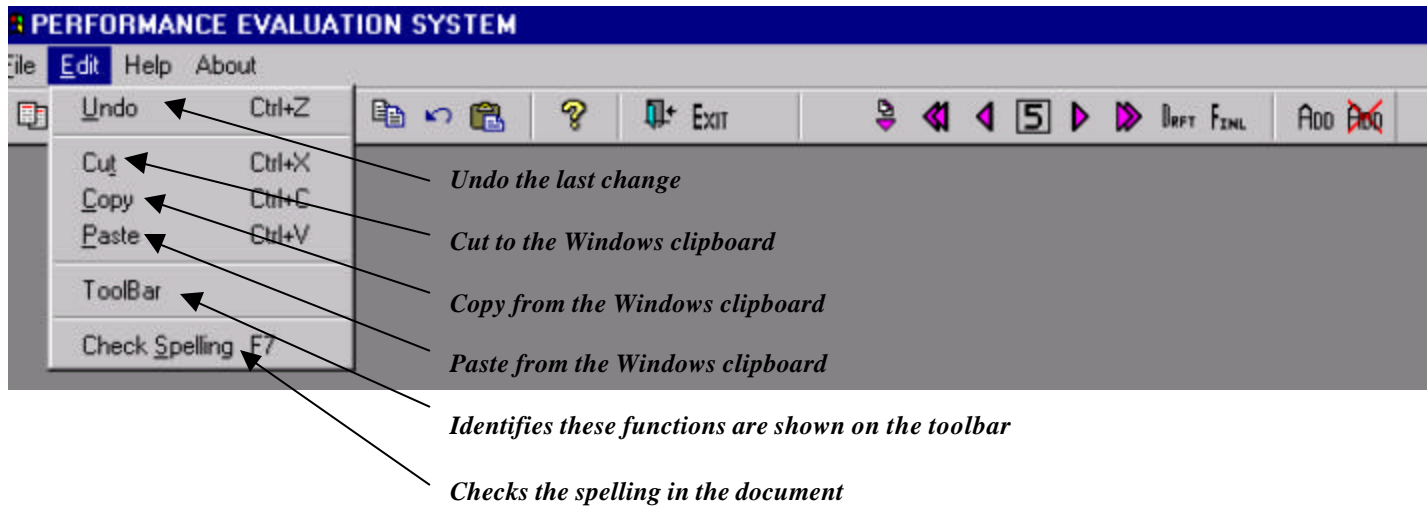


Figure 2-3 Edit Menu Functions

## 2.4 HELP FUNCTIONS

Help functions may be accessed from either the toolbar or the system menus as shown below.

*Opens the Help Window*

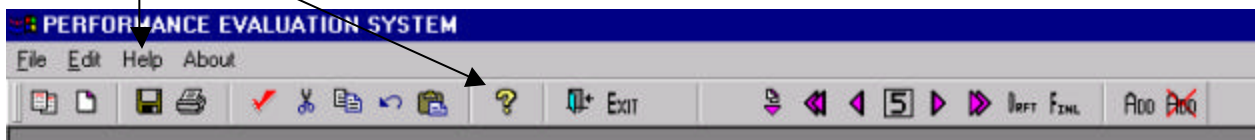
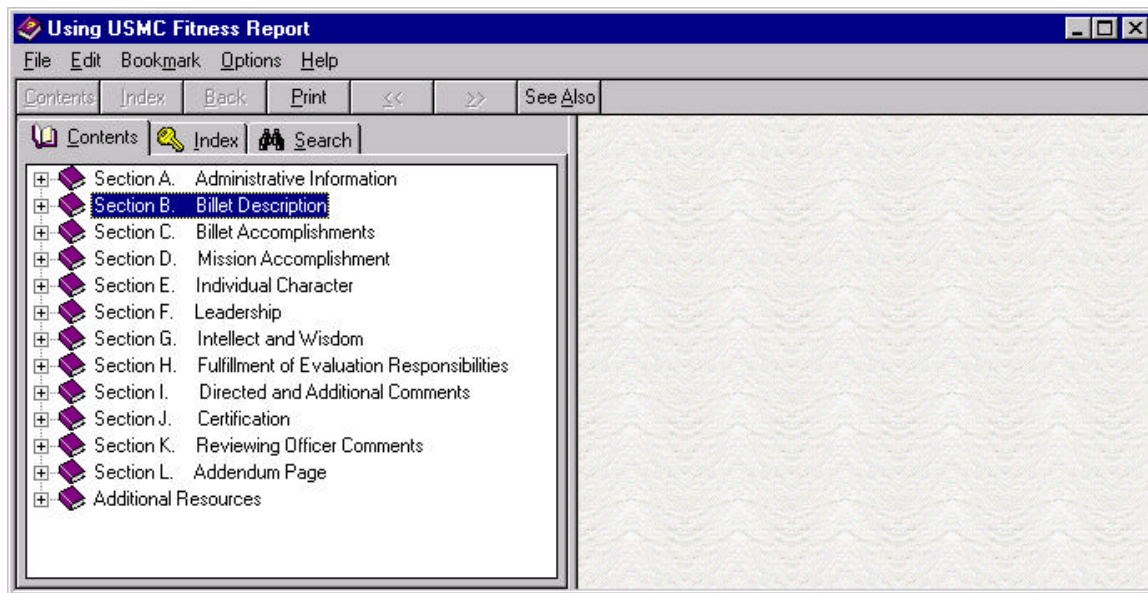


Figure 2-4, Help Functions - Toolbar



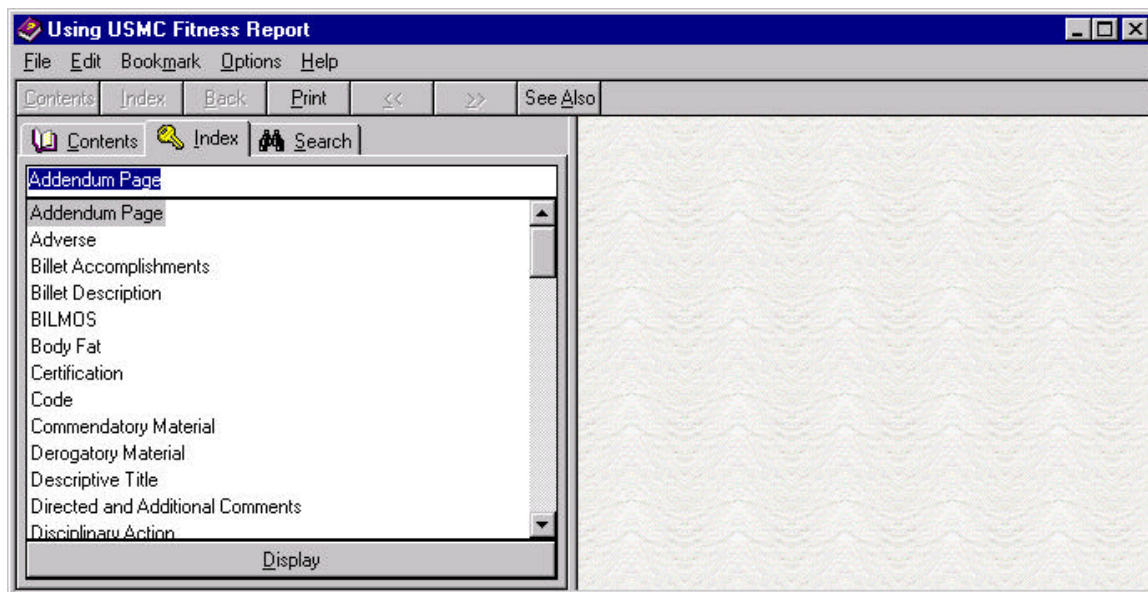
Figure 2-5, Menu Help Function

When help opens, the contents tab allows access to help by individual sections of the fitness report.



*Figure 2-6, Help Topics - Contents*

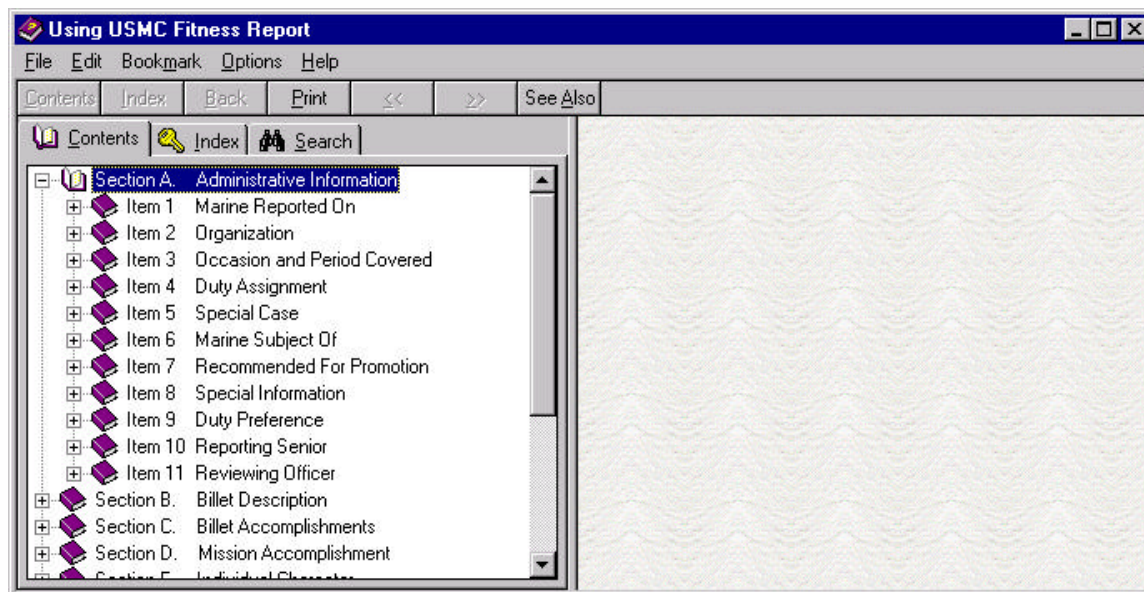
Click on the index tab allows access to help by key words.



*Figure 2-7, Help Topics – Index*

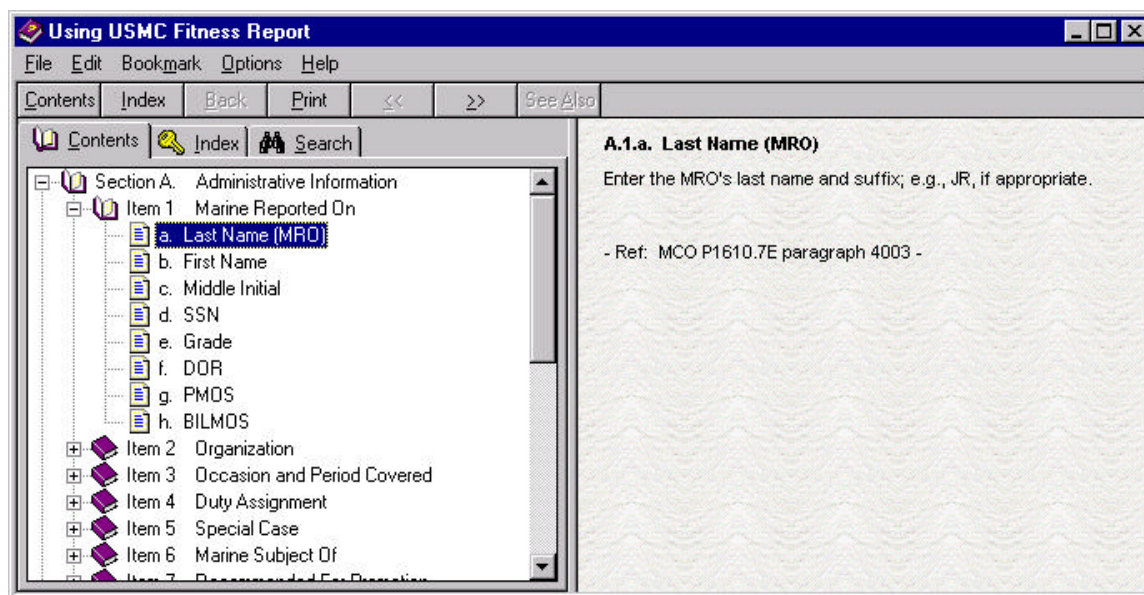


By expanding a section, the user can choose any item from that section.



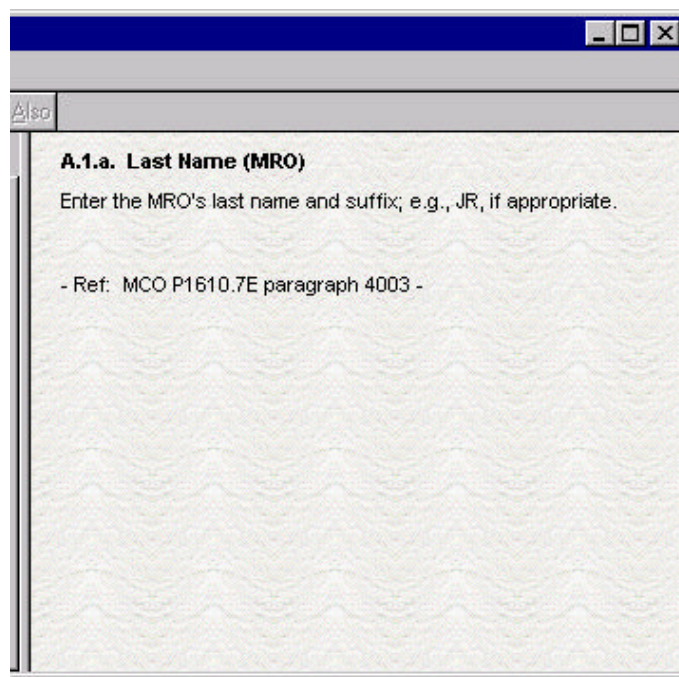
*Figure 2-8, Help Topics - Section*

By expanding the item, the user can get information about any sub items available.



*Figure 2-9, Help Topics - Item*

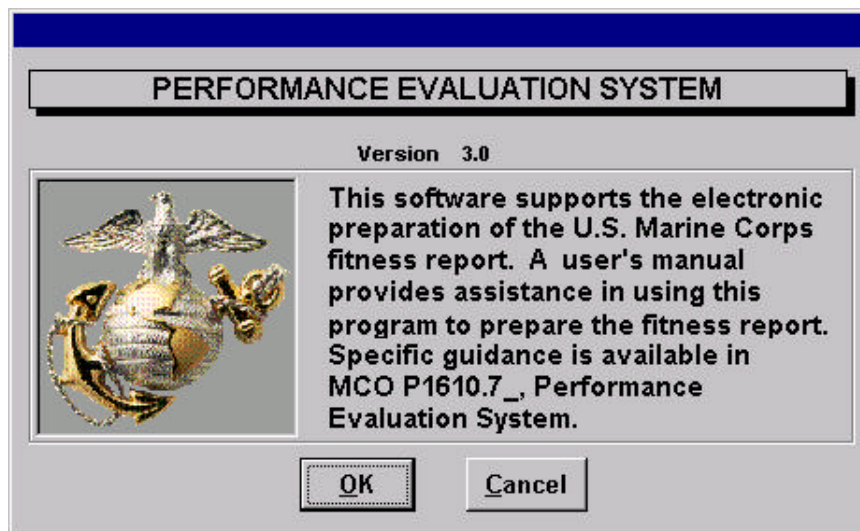
At the lowest level of the help, the user can see the detailed information about the section, item or sub item that has been selected.



*Figure 2-10, Help Topics - Detailed Information*

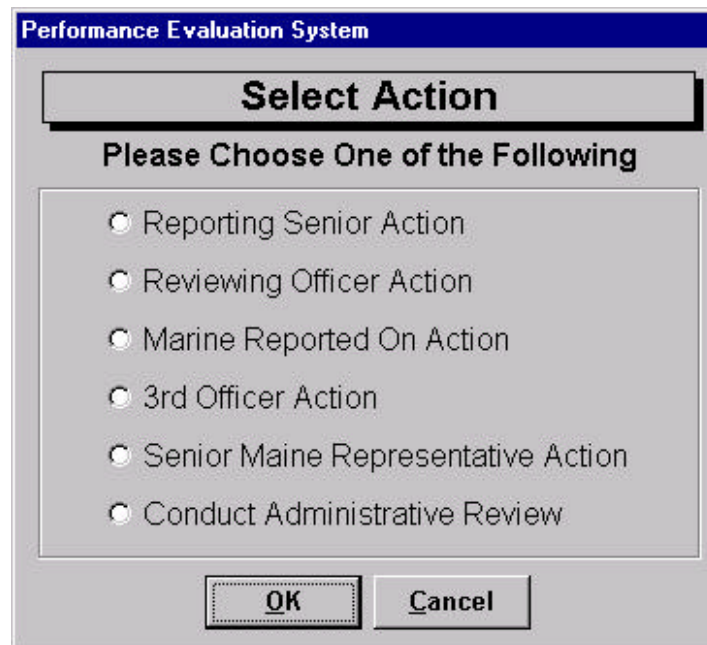
## 2.5 RUNNING THE APPLICATION

When a user first opens this application, the initial screen displayed is the *Title Screen*. A user has an option to click **[OK]** to continue or **[Cancel]** to terminate the application and return to the Windows Desktop.



*Figure 2-11, Title Screen*

The next screen will ask the user to “Please Choose One of the Following” options. Choose the appropriate option. After selecting the desired option, click [**OK**] to continue or [**Cancel**] to exit the application.



*Figure 2-12, Select Action*

**Reporting Senior (RS) Action** - will allow an RS to prepare and complete a fitness report and an Addendum Page. For detailed instructions on how to use this portion of the application, see *Section 3 – Reporting Senior Action..*

**Reviewing Officer (RO) Action** - will allow an RO to review a fitness report and create an Addendum Page. For detailed instructions on how to use this portion of the application, see *to Section 4 – Reviewing Officer Action.*

**Marine Reported On (MRO) Action** - will allow the MRO to complete and review an Addendum Page. For detailed instructions on how to use this portion of the application see *Section 5 – Marine Reported On Action.*

**Third Officer Action** - will allow a Third officer to review a fitness report and complete an Addendum Page. For detailed instructions on how to use this portion of the application, see *Section 6 – Third Officer Action.*

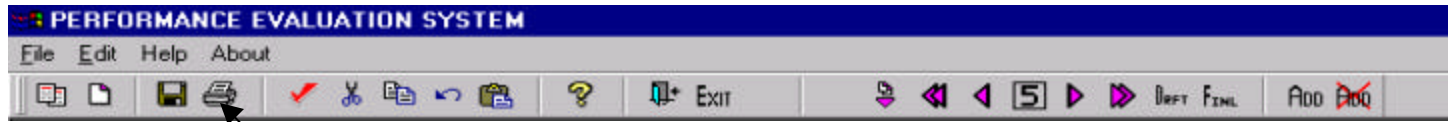
**Senior Marine Representative (SMR)** - will allow a SMR to view a fitness report and complete or review an Addendum Page. For detailed instructions on how to use this portion of the application, see *Section 7 – Senior Marine Representative Action.*

**Conduct Administrative Review** - will allow for an administrative review of a fitness report and Addendum Pages. For detailed instructions on how to use this portion of the application, see *Section 8 – Conduct Administrative Review.*



## 2.6 PRINTING A FITNESS REPORT

The PES application provides two ways to print a fitness report. Using the printer icon as shown below in Figure 2-13, the user can print an entire fitness report to the default printer.



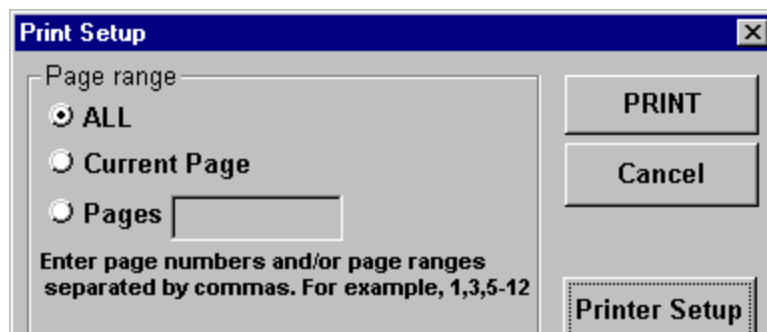
*Prints an entire Fitness Report to the default*

*Figure 2-13, Toolbar Printer Icon*

In addition, the application also allows for printing a current, single or multiple pages within a fitness report. To print a complete fitness report, a single page or several pages, click the File Menu on the toolbar. Drag the cursor to the Print option. A window will open as shown below in Figure 2-14. Within the Print Setup window, you can select the print range for the fitness report.

Select **All** to print the entire fitness report. However, it should be noted that if you have selected “Not Observed” or “Extended” in block 5 of the fitness report, only pages 1, 5 and any addendum pages will be printed. Select **Current Page** to print the page that is shown on your screen. Select **Pages** to print a set of pages from the fitness report. Next to the pages option is a box for you to enter the page number(s) to be printed. Once you have selected the page range you can select Print, Cancel or Printer Setup.

**Print** will print the page range you selected to the default printer. **Cancel** will close the Print Setup window and return you to the fitness report. **Printer Setup** will allow you to modify the current print options.



*Figure 2-14, Print Setup*

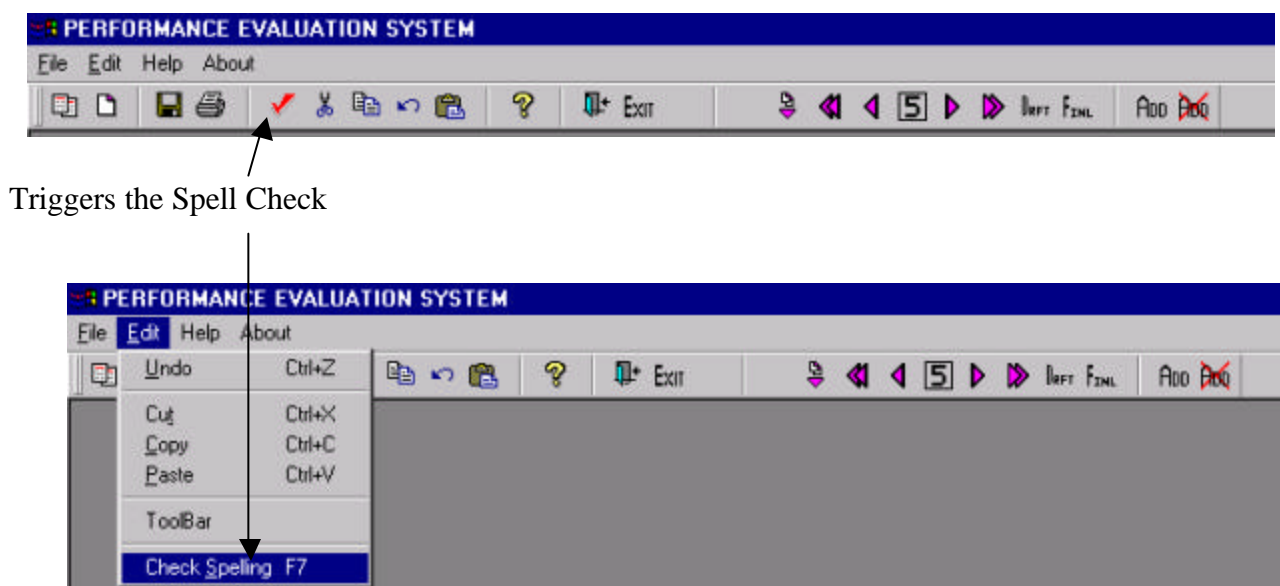
Once you click on Printer Setup, a window will appear listing one or more print options specified by your default printer. Some of the options that may be available to you are as follows:

- Printer Selection
- Number of copies
- Paper Selection

## 2.7 SPELL CHECKING A REPORT

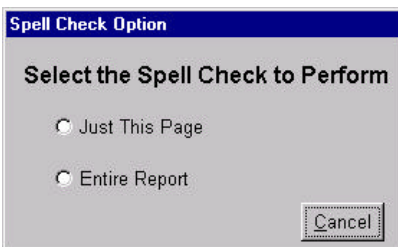
Microsoft® Word 97® or 2000® must be installed in order for Spell Check to work.

The PES application provides three ways to spell check a fitness report or addendum page. Using the spell check icon as shown below in Figure 2-15, the Edit menu in Figure 2 – 16, or by clicking the F7 button on the keyboard, the user can trigger the print option window to appear.



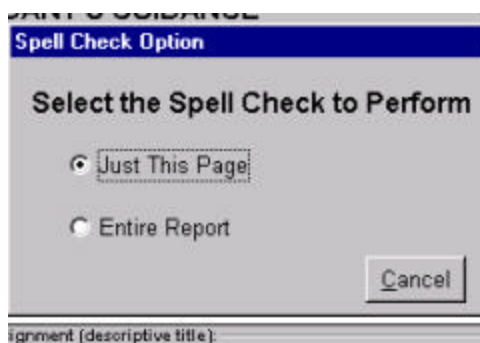
*Figure 2-15, Spell Check Edit Option*

The application allows for spell checking of reports in Draft mode only. The current page or the whole report can be checked by means of the Spell Check Option window in Figure 2-17.



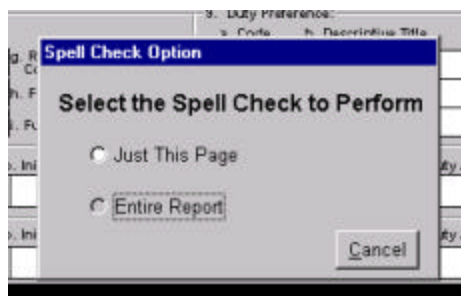
*Figure 2-16, Spell Check Option*

To spell check just the viewable/current page justification boxes, select **Just This Page**.



*Figure 2-17, Just This Page Option*

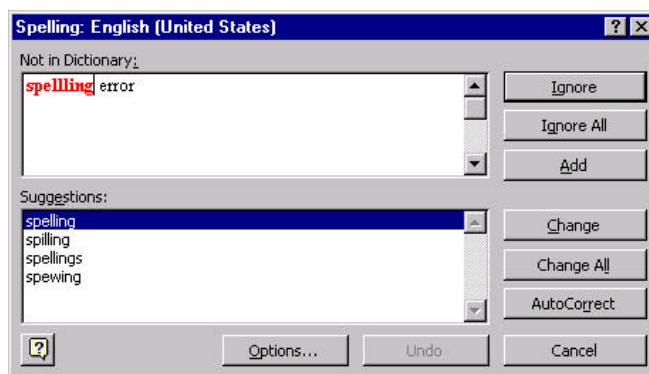
To spell check the entire report's justification boxes, select **Entire Report**.



*Figure 2-18, Entire Report Option*

Clicking **Cancel** will remove the option dialog.

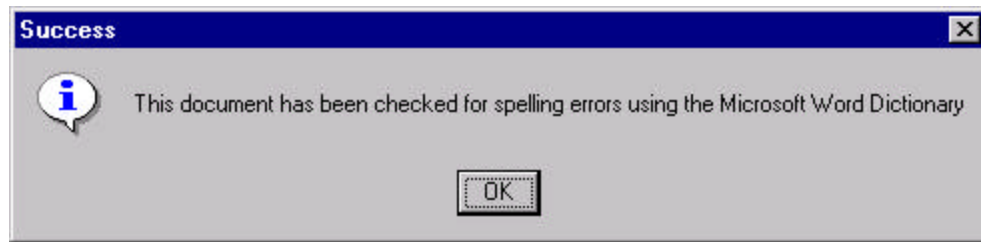
Any spelling errors in the justification fields will be checked against the Microsoft® Word® dictionary on the users' machine. Errors are prompt to be fixed, depending on the Spell Check settings defined in Microsoft® Word®.



*Figure 2-19, Microsoft Word® Spell Check Dialog*

Spell Check of the entire report will require cycling through all the pages in the FitRep, checking each of the justification fields for spelling errors.

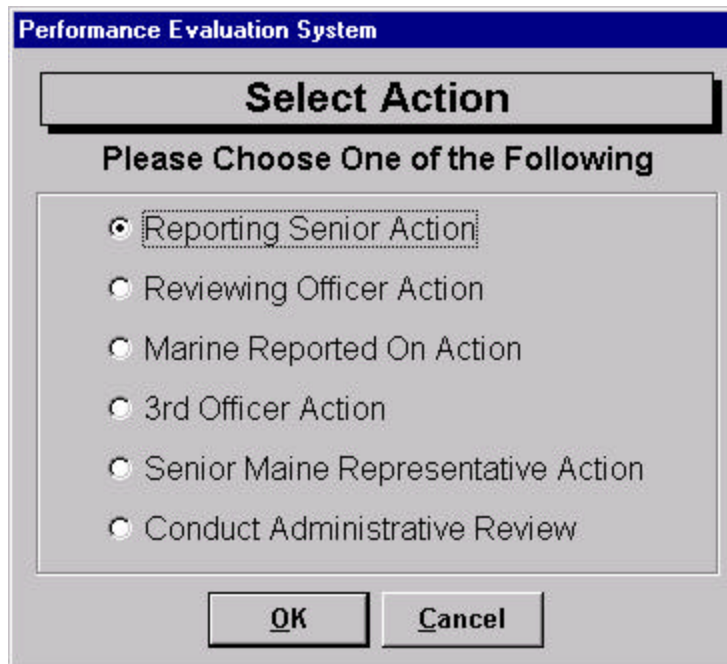
A message box will appear at the end if spell check is completed successfully. Any errors will also be reported via message boxes to the end-user.



*Figure 2-20, Spell Check Complete*

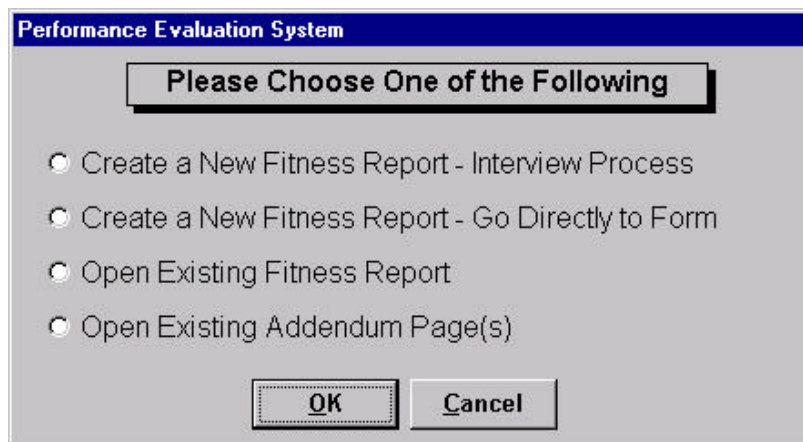
### 3 REPORTING SENIOR ACTION

To initiate the RS action, click the **Reporting Senior Action** box and press the [**OK**] button. If the RS presses the [**Cancel**] button, the process is terminated.



*Figure 3-1, Select Action*

The Reporting Senior (RS) has the capability to create a new fitness report using one of two methods or to open an existing fitness report. An RS can also complete Addendum Pages or open existing ones, if required. Pressing [**OK**] with **Reporting Senior Action** selected causes the next screen to be displayed.



*Figure 3-2, Select Action*

**Create a New Fitness Report – Interview Process** – will open a series of Interview Process Screens. The first screen will be *Input selection and data on the Marine Reported On (MRO)* – Section 3.1.1.

**Create a New Fitness Report – Go Directly to Form** – will take the RS to page 1 of the form – Section 3.2.

**Open Existing Fitness Report** – will allow the RS to open an existing report that has been previously saved on diskette – Section 3.5.

**Open Existing Addendum Page** – will allow the RS to open an existing addendum page created by an RO – Section 3.6.

### 3.1 CREATE A NEW FITNESS REPORT – INTERVIEW PROCESS

This action will allow the RS to complete the interview process to populate Section A. To execute this option, click the **Create a New Fitness Report – Interview Process** box and press the [**OK**] button. If the RS presses the [**Cancel**] button, the process is terminated.

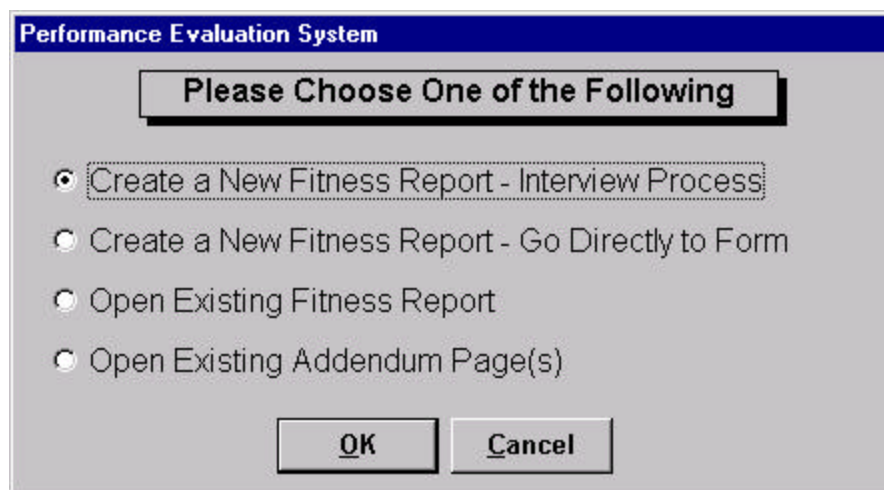


Figure 3-3, RS Action

Pressing [**OK**] with **Create a New Fitness Report – Interview Process** selected will initiate the interview process that is composed of the following screens:

### 3.1.1 Input Data on the Marine Reported On (MRO)

The screenshot shows a software window titled "INTERVIEW PROCESS" with a sub-header "Input Data on the Marine Reported On (MRO)". The form contains the following fields and controls:

- Last Name: Text input field
- First Name: Text input field
- Middle Initial: Text input field
- SSN: Text input field
- Grade: Pull-down menu
- Date of Rank: Calendar icon and text input field (YYYYMMDD)
- PMOS: Text input field
- Billet MOS: Text input field
- Duty Assignment: Large text input field
- Navigation buttons: [Prev], [Next], and [Close]

Figure 3-4, Input Data on the Marine Reported On (MRO)

Following the guidance in the MCO P1610.7E paragraphs **4003.1** and **4003.4**, **INSTRUCTIONS FOR COMPLETING SECTION A** – enter the MRO’s *Last Name*, *First Name*, *Middle Initial* and *SSN*. Select *Grade* from the pull down box. Enter the *Date of Rank* in YYYYMMDD format or use the pull down box to activate a calendar to input the date. If the MRO is “FROCKED” – enter this in the *Date of Rank* or select “FROCKED” from the calendar pull down box.

Continue to enter *PMOS*, *Billet MOS* and *Duty Assignment* per paragraph **4003.1**.

The RS must select either [**P**rev], [**N**ext], or [**C**lose]. [**P**rev] allows the RS to move backwards to the previous screen. If [**N**ext] is selected, the RS is carried forward to the next screen in the interview process. If [**C**lose] is selected, the interview process is terminated.

NOTE: The [**P**rev], [**N**ext], and [**C**lose] buttons function consistently throughout the interview process. The only exceptions are that the [**P**rev] button is not available on the initial screen, and the [**N**ext] button on the final interview process screen carries the application forward to the fitness report form.

### 3.1.2 Input Data on the Reporting Senior (RS)

The screenshot shows a software window titled "INTERVIEW PROCESS" with a sub-header "Input Data on the Reporting Senior (RS)". The form contains the following fields: "Last Name" (text box), "Initials" (text box), "Service" (dropdown menu), "SSN" (text box), "Grade" (dropdown menu), and "Duty Assignment" (text box). At the bottom are three buttons: "Prev", "Next", and "Close".

Figure 3-5, *Input Data on the Reporting Senior (RS)*

Following the guidance in paragraph **4003.10, INSTRUCTIONS FOR COMPLETING SECTION A** – enter *Last Name, Initials, SSN and Duty Assignment*. Select *Service* and *Grade* from the pull down boxes. If the RS is a Foreign Military Service (FMS) member, leave *SSN* blank. *Note: In special instances only, the Reporting Official may leave the SSN field blank due to privacy or security concerns.*

### 3.1.3 Input Data on the Reviewing Officer (RO)

The screenshot shows a software window titled "INTERVIEW PROCESS" with a sub-header "Input Data on the Reviewing Officer (RO)". The form contains the following fields: "Last Name" (text box), "Initials" (text box), "Service" (dropdown menu), "SSN" (text box), "Grade" (dropdown menu), and "Duty Assignment" (text box). At the bottom are three buttons: "Prev", "Next", and "Close".

Figure 3-6, *Input Data on the Reviewing Officer (RO)*



Following the guidance in paragraph **4003.11, INSTRUCTIONS FOR COMPLETING SECTION A** – enter *Last Name, Initials, SSN and Duty Assignment*. Select *Service or Grade* from the pull down boxes. If the RO is unknown at this time, this screen can be left blank. If the RO is a FMS member, leave *SSN* blank. *Note: In special instances only, the Reporting Official may leave the SSN field blank due to privacy or security concerns*

#### 3.1.4 Organization for the MRO

Figure 3-7, Organization for the MRO

Following the guidance in paragraph **4003.2, INSTRUCTIONS FOR COMPLETING SECTION A** – enter *MCC, RUC, and Unit Description*.

#### 3.1.5 Choose the Occasion Code for this Report

CODE	KEY
GC	- Grade Change
DC	- CMC Directed
CH	- Change of Reporting Senior
TR	- Transfer
CD	- Change of Duty
TD	- To Temporary Duty
FD	- From Temporary Duty
EN	- End of Service
CS	- Change in Status
AN	- Annual (Active Component)
AR	- Annual (Reserve Component)
SA	- Semiannual (Lieutenants Only)
RT	- Reserve Training

Figure 3-8, Occasion Code

Following the guidance in paragraph **4003.3, INSTRUCTIONS FOR COMPLETING SECTION A** – use the pull down box to enter the Occasion Code, click a code from the list provided or press first letter of the code to cycle through choices.

3.1.6 Enter the Beginning and Ending Dates for the Reporting Period Covered by this Report

The screenshot shows a window titled "INTERVIEW PROCESS". Inside, a header box says "Enter the beginning and ending dates for the reporting period covered by this report". Below this, there are two sections: "FROM DATE:" and "TO DATE:". Each section contains a small calendar icon button and a text input box with the placeholder "(YYYYMMDD)". At the bottom of the window are three buttons: "Prev", "Next", and "Close".

Figure 3-9, Reporting Period

Following the guidance in paragraph **4003.3, INSTRUCTIONS FOR COMPLETING SECTION A** – enter the date in either YYYYMMDD format for FROM DATE and TO DATE or use the calendar button to locate and enter these dates.

3.1.7 Choose the “TYPE” for this Report

The screenshot shows a window titled "INTERVIEW PROCESS". Inside, a header box says "Choose the 'TYPE' for this report". Below this, there is a "TYPE" label next to a pull-down menu. To the right, under the heading "KEY", there are two lists of report types: "UNCLASSIFIED REPORTS" (A - Academic and Training Duty, N - Normal Peacetime Reporting, C - Combat, J - Joint Duty, B - Both Combat and Joint) and "CLASSIFIED REPORTS" (CA - Academic and Training Duty, CN - Normal Peacetime Reporting, CC - Combat, CJ - Joint Duty, CB - Both Combat and Joint). At the bottom of the window are three buttons: "Prev", "Next", and "Close".

Figure 3-10, Type

Following the guidance in paragraph **4003.3, INSTRUCTIONS FOR COMPLETING SECTION A** – click the pull down box and select the appropriate code or click on the code from the key list provided.

3.1.8 Special Case: Adverse, Not Observed and/or Extended

INTERVIEW PROCESS

Is this Marine subject of any of the following?

(Check all that apply)

Adverse Not Observed Extended

Prev Next Close

Figure 3-11, Special Case

Following the guidance in paragraph **4003.5, INSTRUCTIONS FOR COMPLETING SECTION A** – select: none of the boxes, any single box, or the Adverse and Not Observed boxes together.

3.1.9 Is this Marine the Subject of Any of the Following?  
(Commendatory Material, Derogatory Material and/or Disciplinary Action)

INTERVIEW PROCESS

Is this Marine subject of any of the following?

(Check all that apply)

Commendatory Material Derogatory Material Disciplinary Action

Prev Next Close

Figure 3-12, Commendatory Material, Derogatory Material and/or Disciplinary Action

Following the guidance in paragraph **4003.6, INSTRUCTIONS FOR COMPLETING SECTION A** – as appropriate, mark none, one, or any combination of these boxes.

### 3.1.10 Is this Marine Recommended for Promotion?

**INTERVIEW PROCESS**

**Is this Marine recommended for promotion?**

YES NO N/A

☐ ☐ ☐

Prev Next Close

Figure 3-13, Marine Recommended for Promotion

Following the guidance in paragraph **4003.7, INSTRUCTIONS FOR COMPLETING SECTION A** – select any single box or none of the boxes.

### 3.1.11 Special Information - Qualifications

**INTERVIEW PROCESS**

**Special Information - Qualification**

QUAL

RIFLE ☒ PISTOL ☐

Qualification

- D - Distinguished
- E - Expert
- S - Sharpshooter
- M - Marksman
- P - Proficiency enhancement training (PET)
- N - Not Required
- U - Unqualified
- X - Required, did not fire

Prev Next Close

Figure 3-14, Special Information - Qualifications

Following the guidance in paragraph **4003.8, INSTRUCTIONS FOR COMPLETING SECTION A** – enter rifle and pistol qualifications. First, select the rifle or pistol qualification box. Then using the appropriate pull down arrow, select from the qualification list. The qualification may also be entered by clicking the description listed under “**Qualification**”.

### 3.1.12 Special Information - PFT

**INTERVIEW PROCESS**

**Special Information - PFT**

**PFT**

Qualification

- A - (passed 1st class, 3 digit score)
- B - (passed 2nd class, 3 digit score)
- C - (passed 3rd class, 3 digit score)
- F - (failed, 3 digit score)
- RDNT - (required did not take)
- NMED - (not medically qualified)
- PART - (pass partial PFT)
- NREQ - (not required)

**Prev** **Next** **Close**

Figure 3-15, Special Information - PFT

Following the guidance in paragraph **4003.8, INSTRUCTIONS FOR COMPLETING SECTION A** – enter the 4-letter/digit code that reflects the physical fitness test score status. Using the pull down arrow, select from the qualification list or click on the qualification from the list provided. For *Qualifications of A, B, C and F* – the RS is required to enter a score in the range of *001 to 300*.

### 3.1.13 Special Information – Status

**INTERVIEW PROCESS**

**Special Information - STATUS**

**Status**

Status

- M - MSgt
- F - 1stSgt

**Prev** **Next** **Close**

Figure 3-16, Special Information – Status

*This screen will only appear if the MRO is a Gunnery Sergeant.*

Following the guidance in paragraph **4003.8, INSTRUCTIONS FOR COMPLETING SECTION A** – mark “M” for Master Sergeant or “F” for First Sergeant to indicate the MRO’s promotion preference.

#### 3.1.14 Special Information – Height / Weight

The screenshot shows a window titled "INTERVIEW PROCESS" with a sub-header "Special Information - Height / Weight". It contains three input fields: "HT (in.)", "WT", and "Body Fat". The "Body Fat" field has a note: "(Entry not required unless Marine exceeds HT/WT standards)". At the bottom are three buttons: "Prev", "Next", and "Close".

Figure 3-17, Special Information – Height / Weight

Following the guidance in paragraph **4003.8, INSTRUCTIONS FOR COMPLETING SECTION A** – enter the accurate height in inches and accurate weight in pounds. If the MRO exceeds the HT / WT standards, enter body fat percentage as a 1 or 2 digit number.

To view the HT / WT chart, click on **Help** and type the word “weight” in the index. Then double click on weight.

#### 3.1.15 Special Information – Reserve Component

The screenshot shows a window titled "INTERVIEW PROCESS" with a sub-header "Special Information - Reserve Component". It features a "Reserve Component" label next to a pull-down arrow. To the right is a list titled "Reserve Component" with the following items: SMCR - Selected Marine Corps Reserve, IMA - Individual Mobilization Augmentee, IRR - Individual Ready Reserve, MTU - Mobilization Training Unit, and AR - Active Reserve. At the bottom are three buttons: "Prev", "Next", and "Close".

Figure 3-18, Special Information – Reserve Component

Following the guidance in paragraph **4003.8, INSTRUCTIONS FOR COMPLETING SECTION A** – click the pull down arrow to select the Reserve Component or select from the Reserve Component list. This screen will be left blank for active duty Marines.

### 3.1.16 Duty Preference

**INTERVIEW PROCESS**

**Duty Preference Code**

Y00 No Preference / As Directed	Y36 I - I Duty - 6th District
Y01 FMF Overseas	Y37 I - I Duty - 8th District
Y02 FMF Conus	Y38 I - I Duty - 9th District
Y03 FMF Hawaii	Y39 I - I Duty - 12th District
Y04 FMF West Coast	Y40 Recruiting Duty
Y05 FMF East Coast	Y41 Recruiting Duty - 1st District
Y08 Post or Station - East Coast	Y42 Recruiting Duty - 4th District
Y09 Post or Station - West Coast	Y43 Recruiting Duty - 6th District
Y10 Post or Station - Overseas	Y44 Recruiting Duty - 8th District
Y11 Security Forces - Atlantic	Y45 Recruiting Duty - 9th District
Y12 Security Forces - Pacific	Y46 Recruiting Duty - 12th District
Y13 Command Duty Afloat (East)	Y47 OSO Duty
Y14 Command Duty Afloat (West)	Y48 OSO Duty - 1st District
Y15 Staff Duty Afloat (East)	Y49 OSO Duty - 4th District
Y16 Staff Duty Afloat (West)	Y50 OSO Duty - 6th District
Y21 Appropriate Level School	Y51 OSO Duty - 8th District
Y22 Top Level School	Y52 OSO Duty - 9th District
Y23 Intermediate Level School	Y53 OSO Duty - 12th District
Y24 Career Level School	Y75 Joint Staff
Y26 Overseas with Dependents	Y76 Joint Staff - CONUS
Y27 Overseas without Dependents	Y77 Joint Staff - Overseas
Y33 I-I Duty	Y78 Joint Staff - Asia
Y34 I-I Duty - 1st District	Y79 Joint Staff - Europe
Y35 I-I Duty - 4th District	

1st Duty Preference

2nd Duty Preference

3rd Duty Preference

Note: Additional duty preference codes and descriptive titles are available in the MCTFS Codes Manual (MCO P1080.20 ).

Figure 3-19, Duty Preference

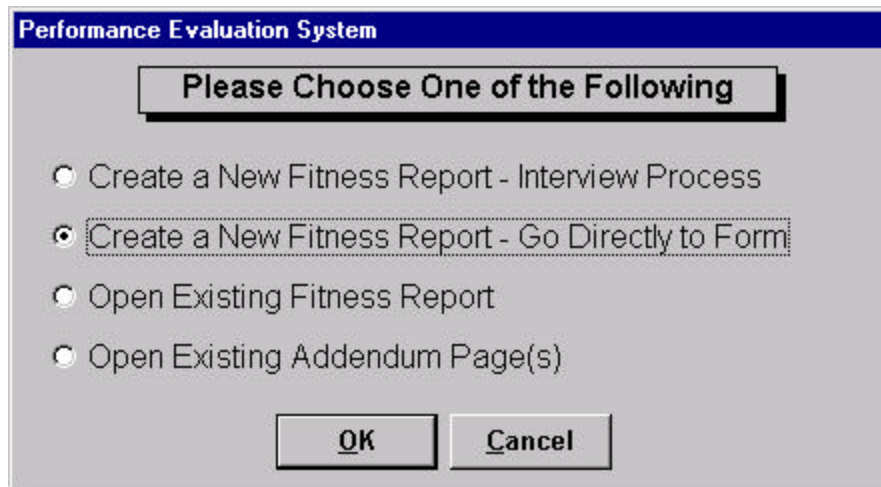
Following the guidance in paragraph **4003.9, INSTRUCTIONS FOR COMPLETING SECTION A** – use the pull down arrow to select the appropriate three-character code indicating the first, second, and third duty preferences.

The list provided does not include all duty preference codes, but is a list of the most commonly used codes. See **MCO P1080.**, **MCTFS Codes Manual**, for additional choices for duty preference codes.

*This completes the Interview Process.* If **[Next]** is selected, the RS is carried forward to the draft fitness report with the data collected during the Interview Process populated in *Section A*. See *Sections 3.2.1 through 3.5* for instructions on completing the remainder of the fitness report.

## 3.2 CREATE A NEW FITNESS REPORT – GO DIRECTLY TO FORM

This action will allow the RS to bypass the interview process and complete the report by entering information directly on the form. To execute this option, click the **Create a New Fitness Report – Go Directly to Form** box and press the **[OK]** button. If the RS presses the **[Cancel]** button, the process is terminated.



*Figure 3-20, Select Action*

Pressing [**OK**] with **Create a New Fitness Report – Go Directly To Form** selected will display the following screens:

#### 3.2.1 Section A – Administrative Information

If the RS used the Interview Process to create the report, data collected during the interview is populated in draft *Section A*. If required, the RS can edit the data displayed by either editing a specific data block or using the pull down box features. Any data the RS did not enter in the interview process can be entered directly onto the form.



### COMMANDANT'S GUIDANCE

**DO NOT STAPLE  
THIS FORM**

The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. Reviewing Officers will not concur with inflated reports.

A. ADMINISTRATIVE INFORMATION									
1. Marine Reported On:									
a. Last Name	b. First Name	c. MI	d. SSN	e. Grade	f. DOR	g. PMOS	h. BILMOS		
					CALENDAR				
2. Organization:									
a. MCC	b. RUC	c. Unit Description							
3. Occasion and Period Covered:									
a. OCC	b. From	To	c. Type	4. Duty Assignment (descriptive title):					
	CALENDAR	CALENDAR							
5. Special Case:									
a. Adverse	b. Not Observed	c. Extended	6. Marine Subject Of:				7. Recommended For Promotion:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Commendatory Material	b. Derogatory Material	c. Disciplinary Action	a. Yes	b. No	c. N/A	
8. Special Information:									
a. QUAL	d. HT (In.)	g. Reserve Component	9. Duty Preference:						
			a. Code	b. Descriptive Title					
b. PFT	e. WT	h. Future Use	1st						
c. Status	f. Body Fat	i. Future Use	2nd						
			3rd						
10. Reporting Senior:									
a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment				
11. Reviewing Officer:									
a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment				
B. BILLET DESCRIPTION									
C. BILLET ACCOMPLISHMENTS									

Figure 3-21, Section A

If the RS did not use the interview process to create the report, all *Section A* information must be entered manually, per the instructions provided in **MCO P1610.7E, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES)**.

### 3.2.2 Section B – Billet Description

Guidance for completing *Section B, Billet Description*, is contained in paragraph **4004, INSTRUCTIONS FOR COMPLETING SECTION B (BILLET DESCRIPTION)**. For Extended Reports, this section is not accessible. *There is spell-checking capability associated with this section.*

### 3.2.3 Section C – Billet Accomplishments

Guidance for completing *Section C, Billet Accomplishments*, is contained in paragraph **4005, INSTRUCTIONS FOR COMPLETING SECTION C (BILLET ACCOMPLISHMENTS)**. For Extended and Not Observed Reports, this section is not accessible. *There is spell-checking capability associated with this section.*

### 3.2.4 Section D – Mission Accomplishment; Section E – Individual Character; Section F - Leadership; and Section G – Intellect and Wisdom

For Extended and Not Observed Reports, this section will not be accessible. All attributes are automatically left blank for Extended Reports. All attributes are automatically marked “N/O” for Not Observed Reports.

USMC FITNESS REPORT							
1. Marine Reported On:				2. Occasion and Period Covered:			
a. Last Name		b. First Name		c. MI		d. SSN	
				a. OCC		b. From To	
<b>D. MISSION ACCOMPLISHMENT</b>							
<b>1. PERFORMANCE</b>							
Results achieved during the reporting period. How well those duties inherent to a Marine's billet, plus all additional duties, formally and informally assigned, were carried out. Reflects a Marine's aptitude, competence, and commitment to the unit's success above personal reward. Indicators are time and resource management, task prioritization, and tenacity to achieve positive ends consistently.							
ADV	Meets requirements of billet and additional duties. Aptitude, commitment, and competence meet expectations. Results maintain status quo.	Consistently produces quality results while measurably improving unit performance. Habitually makes effective use of time and resources; improves billet procedures and products. Positive impact extends beyond billet expectations.	Results far surpass expectations. Recognizes and exploits new resources; creates opportunities. Emulated; sought after as an expert with influence beyond unit. Impact significant; innovative approaches to problems produce significant gains in quality and efficiency.	NFO			
A	B	C	D	E	F	G	H
<b>2. PROFICIENCY</b>							
Demonstrates technical knowledge and practical skill in the execution of the Marine's overall duties. Combines training, education and experience. Translates skills into actions which contribute to accomplishing tasks and missions. Imparts knowledge to others. Grade dependent.							
ADV	Competent. Possesses the requisite range of skills and knowledge commensurate with grade and experience. Understands and articulates basic functions related to mission accomplishment.	Demonstrates mastery of all required skills. Expertise, education and experience consistently enhance mission accomplishment. Innovative troubleshooter and problem solver. Effectively imparts skills to subordinates.	True expert in field. Knowledge and skills impact far beyond those of peers. Translates broad-based education and experience into forward thinking, innovative actions. Makes immeasurable impact on mission accomplishment. Fearless teacher, selflessly imparts expertise to subordinates, peers, and seniors.	NFO			
A	B	C	D	E	F	G	H
<b>JUSTIFICATION</b>							
<b>E. INDIVIDUAL CHARACTER</b>							
<b>1. COURAGE</b>							
Moral or physical strength to overcome danger, fear, difficulty or anxiety. Personal acceptance of responsibility and accountability, placing conscience over competing interests regardless of consequences. Conscious, overriding decision to risk bodily harm or death to accomplish the mission or save others. The will to persevere despite uncertainty.							
ADV	Demonstrates inner strength and acceptance of responsibility commensurate with scope of duties and experience. Willing to face moral or physical challenges in pursuit of mission accomplishment.	Guided by conscience in all actions. Proven ability to overcome danger, fear, difficulty or anxiety. Exhibits bravery in the face of adversity and uncertainty. Not deterred by morally difficult situations or hazardous responsibilities.	Uncommon bravery and capacity to overcome obstacles and inspire others in the face of moral dilemma or life-threatening danger. Demonstrated under the most adverse conditions. Selfless. Always places conscience over competing interests regardless of physical or personal consequences.	NFO			
A	B	C	D	E	F	G	H
<b>2. EFFECTIVENESS UNDER STRESS</b>							
Thinking, functioning and leading effectively under conditions of physical and/or mental pressure. Maintaining composure appropriate for the situation, while displaying steady purpose of action, enabling one to inspire others while continuing to lead under adverse conditions. Physical and emotional strength, resilience and endurance are elements.							
ADV	Exhibits discipline and stability under pressure. Judgment and effective problem-solving skills are evident.	Consistently demonstrates maturity, mental agility, and willpower during periods of adversity. Provides order to chaos through the application of intuition, problem-solving skills, and leadership. Composure reassures others.	Demonstrates seldom-matched presence of mind under the most demanding circumstances. Stabilizes any situation through the resolute and timely application of direction, focus and personal presence.	NFO			
A	B	C	D	E	F	G	H
<b>3. INITIATIVE</b>							
Action in the absence of specific direction. Seeing what needs to be done and acting without prompting. The instinct to begin a task and follow through energetically on one's own accord. Being creative, proactive and decisive. Transforming opportunity into action.							
ADV	Demonstrates willingness to take action in the absence of specific direction. Acts commensurate with grade, training and experience.	Self-motivated and action-oriented. Foresight and energy consistently transform opportunity into action. Develops and pursues creative, innovative solutions. Acts without prompting. Self-starter.	Highly motivated and proactive. Displays exceptional awareness of surroundings and environment. Uncanny ability to anticipate mission requirements and quickly formulate original, far-reaching solutions. Always takes decisive, effective action.	NFO			
A	B	C	D	E	F	G	H
<b>JUSTIFICATION</b>							
NAYMC 10835B (Rev. 1-99) (WN 3.0)							

Figure 3-22, Sections D and E



USMC FITNESS REPORT										
1. Marine Reported On:					2. Occasion and Period Covered:					
a. Last Name		b. First Name		c. MI	d. SSN	a. OCC		b. From	To	
<b>F. LEADERSHIP</b>										
<b>1. LEADING SUBORDINATES</b>										
The inseparable relationship between leader and led. The application of leadership principles to provide direction and motivate subordinates. Using authority, persuasion, and personality to influence subordinates to accomplish assigned tasks. Sustaining motivation and morale while maximizing subordinates' performance.										
ADV	Engaged; provides instructions and directs execution. Seeks to accomplish mission in ways that sustain motivation and morale. Actions contribute to unit effectiveness.	Achieves a highly effective balance between direction and delegation. Effectively tasks subordinates and clearly delineates standards expected. Enhances performance through constructive supervision. Fosters motivation and enhances morale. Builds and sustains teams that successfully meet mission requirements. Encourages initiative and candor among subordinates.				Promotes creativity and energy among subordinates by striking the ideal balance of direction and delegation. Achieves highest levels of performance from subordinates by encouraging individual initiative. Engenders willing subordination, loyalty, and trust that allow subordinates to overcome their perceived limitations. Personal leadership fosters highest levels of motivation and morale, ensuring mission accomplishment even in the most difficult circumstances.				N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. DEVELOPING SUBORDINATES</b>										
Commitment to train, educate, and challenge all Marines regardless of race, religion, ethnic background, or gender. Mentorship. Cultivating professional and personal development of subordinates. Developing team players and esprit de corps. Ability to combine teaching and coaching. Creating an atmosphere tolerant of mistakes in the course of learning.										
ADV	Maintains an environment that allows personal and professional development. Ensures subordinates participate in all mandated development programs.	Develops and institutes innovative programs, to include PME, that emphasize personal and professional development of subordinates. Challenges subordinates to exceed their perceived potential thereby enhancing unit morale and effectiveness. Creates an environment where all Marines are confident to learn through trial and error. As a mentor, prepares subordinates for increased responsibilities and duties.				Widely recognized and emulated as a teacher, coach and leader. Any Marine would desire to serve with this Marine because they know they will grow personally and professionally. Subordinate and unit performance far surpassed expected results due to MRD's mentorship and team building talents. Attitude toward subordinate development is infectious, extending beyond the unit.				N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. SETTING THE EXAMPLE</b>										
The most visible facet of leadership: how well a Marine serves as a role model for all others. Personal action demonstrates the highest standards of conduct, ethical behavior, fitness, and appearance. Bearing, demeanor, and self-discipline are elements.										
ADV	Maintains Marine Corps standards for appearance weight, and uniform wear. Sustains required level of physical fitness. Adheres to the tenets of the Marine Corps core values.	Personal conduct on and off duty reflects highest Marine Corps standards of integrity, bearing and appearance. Character is exceptional. Actively seeks self-improvement in wide-ranging areas. Dedication to duty and professional example encourage others' self-improvement efforts.				Model Marine, frequently emulated. Exemplary conduct, behavior, and actions are tone-setting. An inspiration to subordinates, peers, and seniors. Remarkable dedication to improving self and others.				N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. ENSURING WELL-BEING OF SUBORDINATES</b>										
Genuine interest in the well-being of Marines. Efforts enhance subordinates' ability to concentrate/focus on unit mission accomplishment. Concern for family readiness is inherent. The importance placed on welfare of subordinates is based on the belief that Marines take care of their own.										
ADV	Deals confidently with issues pertinent to subordinate welfare and recognizes suitable courses of action that support subordinates' well-being. Applies available resources, allowing subordinates to effectively concentrate on the mission.	Instills and/or reinforces a sense of responsibility among junior Marines for themselves and their subordinates. Actively fosters the development of and uses support systems for subordinates which improve their ability to contribute to unit mission accomplishment. Efforts to enhance subordinate welfare improve the unit's ability to accomplish its mission.				Noticeably enhance subordinate's well-being, resulting in a measurable increase in unit effectiveness. Maximizes unit and base resources to provide subordinates with the best support available. Proactive approach serves to energize unit members to "take care of their own," thereby correcting potential problems before they can hinder subordinates' effectiveness. Widely recognized for techniques and policies that produce results and build morale. Builds strong family atmosphere. Puts motto <i>Mission First, Marines always</i> .				N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. COMMUNICATION SKILLS</b>										
The efficient transmission and receipt of thoughts and ideas that enable and enhance leadership. Equal importance given to listening, speaking, writing, and critical reading skills. Interactive, allowing one to perceive problems and situations, provide concise guidance, and express complex ideas in a form easily understood by everyone. Allows subordinates to ask questions, raise issues and concerns and venture opinions. Contributes to a leader's ability to motivate as well as counsel.										
ADV	Skilled in receiving and conveying information. Communicates effectively in performance of duties.	Clearly articulates thoughts and ideas, verbally and in writing. Communication in all forms is accurate, intelligible, concise, and timely. Communicates with clarity and verve ensuring understanding of intent or purpose. Encourages and considers the contributions of others.				Highly developed facility in verbal communication. Adept in composing written documents of the highest quality. Combines presence and verbal skills which engender confidence and achieve understanding irrespective of the setting, situation, or size of the group addressed. Displays an intuitive sense of when and how to listen.				N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>JUSTIFICATION</b>										

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Figure 3-23, Section F

USMC FITNESS REPORT									
1. Marine Reported On:					2. Occasion and Period Covered:				
a. Last Name		b. First Name		c. MI	d. SSN	a. OCC		b. From	To
<b>G. INTELLECT AND WISDOM</b>									
<b>1. PROFESSIONAL MILITARY EDUCATION (PME)</b> Commitment to intellectual growth in ways beneficial to the Marine Corps. Increases the breadth and depth of warfighting and leadership aptitude. Resources include resident schools; professional qualifications and certification processes; nonresident and other extension courses; civilian educational institution coursework; a personal reading program that includes (but is not limited to) selections from the Commandant's Reading List; participation in discussion groups and military societies; and involvement in learning through new technologies.									
ADV	Maintains currency in required military skills and related developments. Has completed or is enrolled in appropriate level of PME for grade and level of experience. Recognizes and understands new and creative approaches to service issues. Remains abreast of contemporary concepts and issues.	PME outlook extends beyond MOS and required education. Develops and follows a comprehensive personal program which includes broadened professional reading and/or academic course work; advances new concepts and ideas.	Dedicated to life-long learning. As a result of active and continuous efforts, widely recognized as an intellectual leader in professionally related topics. Makes time for study and takes advantage of all resources and programs. Introduces new and creative approaches to service issues. Engages in a broad spectrum of forums and dialogues.					N/O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. DECISION MAKING ABILITY</b> Viable and timely problem solution. Contributing elements are judgment and decisiveness. Decisions reflects the balance between an optimal solution and a satisfactory, workable solution that generates tempo. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment. Anticipation, mental agility, intuition, and success are inherent.									
ADV	Makes sound decisions leading to mission accomplishment. Actively collects and evaluates information and weighs alternatives to achieve timely results. Confidently approaches problems; accepts responsibility for outcomes.	Demonstrates mental agility; effectively prioritizes and solves multiple complex problems. Analytical abilities enhanced by experience, education, and intuition. Anticipates problems and implements viable, long-term solutions. Steadfast, willing to make difficult decisions.	Widely recognized and sought after to resolve the most critical, complex problems. Seldom matched analytical and intuitive abilities; accurately foresees unexpected problems and arrives at well-timed decisions despite fog and friction. Completely confident approach to all problems. Masterfully strikes a balance between the desire for perfect knowledge and greater tempo.					N/O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. JUDGMENT</b> The discretionary aspect of decision making. Draws on core values, knowledge, and personal experience to make wise choices. Comprehends the consequences of contemplated courses of action.									
ADV	Majority of judgments are measured, circumspect, relevant, and correct.	Decisions are consistent and uniformly correct, tempered by consideration of their consequences. Able to identify, isolate and assess relevant factors in the decision making process. Opinions sought by others. Subordinates personal interests in favor of impartiality.	Decisions reflect exceptional insight and wisdom beyond this Marine's experience. Counsel sought by all; often an arbiter. Consistent, superior judgment inspires the confidence of seniors.					N/O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JUSTIFICATION</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									
<b>H. FULFILLMENT OF EVALUATION RESPONSIBILITIES</b>									
<b>1. EVALUATIONS</b> The extent to which this officer serving as a reporting official conducted, or required others to conduct, accurate, uninflated, and timely evaluations.									
ADV	Occasionally submitted untimely or administratively incorrect evaluations. As RS, submitted one or more reports that contained inflated markings. As RO, concurred with one or more reports from subordinates that were returned by HQMC for inflated marking.	Prepared uninflated evaluations which were consistently submitted on time. Evaluations accurately described performance and character. Evaluations contained no inflated markings. No reports returned by RO or HQMC for inflated marking. No subordinates' reports returned by HQMC for inflated marking. Few, if any, reports were returned by RO or HQMC for administrative errors. Section Cs were void of superlatives. Justifications were specific, verifiable, substantive, and, where possible, quantifiable and supported the markings given.	No reports submitted late. No reports returned by either RO or HQMC for administrative correction or inflated markings. No subordinates' reports returned by HQMC for administrative correction or inflated markings. Returned procedurally or administratively incorrect reports to subordinates for correction. As RO nonconcurred with all inflated reports.					N/O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JUSTIFICATION</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									

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Figure 3-24, Section G



### 3.2.5 Section H - FULFILLMENT OF EVALUATION RESPONSIBILITIES

H. FULFILLMENT OF EVALUATION RESPONSIBILITIES				
1. EVALUATIONS				
The extent to which this officer serving as a reporting official conducted, or required others to conduct, accurate, uninflated, and timely evaluations.				
ADV	Occasionally submitted untimely or administratively incorrect evaluations. As RS, submitted one or more reports that contained inflated markings. As RO, concurred with one or more reports from subordinates that were returned by HQMC for inflated marking.	Prepared uninflated evaluations which were consistently submitted on time. Evaluations accurately described performance and character. Evaluations contained no inflated markings. No reports returned by RO or HQMC for inflated marking. No subordinates' reports returned by HQMC for inflated marking. Few, if any, reports were returned by RO or HQMC for administrative errors. Section Cs were void of superlatives. Justifications were specific, verifiable, substantive, and, where possible, quantifiable and supported the markings given.	No reports submitted late. No reports returned by either RO or HQMC for administrative correction or inflated markings. No subordinates' reports returned by HQMC for administrative correction or inflated markings. Returned procedurally or administratively incorrect reports to subordinates for correction. As RO nonconcurred with all inflated reports.	N/O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUSTIFICATION				

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Figure 3-25, Section H

Guidance for completing *Sections D, E, F, G and H*, are contained in paragraphs **4006 through 4011**. All marks of “A”, “F” and “G” require written justification in the block provided below the section. While the RS can move forward to the next section without completing the required justification, the fitness report can not be prepared as a final version until the required justification is completed. The justification box for each section is not accessible, unless a mark of “A”, “F” or “G” is entered for at least one attribute in that section. *There is spell-checking capability associated with the justification sections.*

### 3.2.6 Section I - DIRECTED AND ADDITIONAL COMMENTS

USMC FITNESS REPORT				
1. Marine Reported On:				2. Occasion and Period Covered:
a. Last Name	b. First Name	c. MI	d. SSN	a. OCC b. From To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I. DIRECTED AND ADDITIONAL COMMENTS				

Figure 3-26, Section I

Guidance for completing *Section I*, is contained in paragraph **4012, INSTRUCTIONS FOR COMPLETING SECTION I**. *There is spell checking capability associated with this section.*

### 3.2.7 Section J - CERTIFICATION

The screenshot shows the 'J. CERTIFICATION' section of a form. It contains two main parts. Part 1: 'I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the Marine Reported On.' This is followed by a line for '(Signature of Reporting Senior)' and a date field with a calendar icon and the label '(Date in YYYYMMDD format)'. Part 2: 'I ACKNOWLEDGE the adverse nature of this report and'. Below this are two checkboxes: 'I have no statement to make' and 'I have attached a statement'. This is followed by a line for '(Signature of Marine Reported On)' and another date field with a calendar icon and the label '(Date in YYYYMMDD format)'.

Figure 3-27, Section J

Guidance for completing *Section J* is contained in paragraph **4013, INSTRUCTIONS FOR COMPLETING SECTION J**. A calendar button is provided to assist the RS in completing the date. The RS can also elect to enter the date in the space provided in YYYYMMDD format.

### 3.3 COMPLETING THE ADDENDUM PAGE

*Save the report before adding an Addendum Page.*

The RS can create an Addendum Page by clicking the box with the question “Addendum Page Attached” in *Section L*, and then clicking “ADD” on the toolbar. The Addendum Page will appear as the last page of the report. Data for MRO and RS will automatically populate each Addendum Page. The RS must enter information for the General / Senior Officer information if the report is adverse. Guidance for completing the Addendum Page is contained in paragraph **4015, INSTRUCTION FOR COMPLETING SECTION L (ADDENDUM PAGE)**. *There is spell-checking capability associated with this section.*

If the RS determines an Addendum Page is not required, it can be deleted in two ways. The preferred method is to go to the Addendum Page to be deleted and click the “Delete Addendum Page” toolbar icon (signified by the letters “ADD” crossed out with an “X”).

The second method to delete an Addendum Page is to de-select the “X” in the check box in *Section L* of the fitness report. **WARNING: This will delete all Addendum Pages you have added to this fitness report. If you accidentally delete Addendum Pages, exit the FitRep without saving your changes and then reopen the original file per Section 3.5, Open an Existing Fitness Report.**

### 3.4 RS DECISION POINT

At this stage in preparing the fitness report, the RS has two options:

### 3.4.1 Save the Report to a Floppy Diskette as a Draft Report

With this option, the RS can save the *draft report* to floppy diskette. Fitness report files are saved in the format using the status of report (Draft), the MRO's name, the Occasion Code, and from and to dates for the report. The file is given the extension ".PES". Thus, an example of a saved draft fitness report would be "DraftSMITHAN1998010119981231.PES". When ready to resume work on the draft report, the RS can return to the fitness report by using "Open an Existing Fitness Report" to open the draft. The RS can then continue to make changes to *Section A through J*. (see *Section 3.5*)

The option to run spell check will appear if the report has not been spell checked. For instructions on how to use spell check, see *Section 2.7*.

If the report is saved as a draft, the words "*Draft Copy*" will appear at the top of each page when the report is printed. **This copy is not acceptable at HQMC.**

### 3.4.2 Save the Report to a Floppy Diskette as a Final Report

This option allows the RS to save the final fitness report to floppy disk in the format using the status of report (Final), the MRO's name, the Occasion Code, and from and to dates for the report. The file is given the extension ".PES". An example of a saved final report would be "FinalSMITHAN1998010119981231.PES".

Before the fitness report can be saved as a final report, the RS must finalize the fitness report by selecting the "**Final**" icon on the toolbar and making the corrections as noted. The fitness report will not finalize until all corrections are made.

Once the report is finalized, *no changes can be made to Sections A through J* unless the report is converted back to a draft by clicking the "**DRFT**" icon on the toolbar.

If the report is finalized, it will print as a final (the words "*Draft Copy*" will not appear at the top of each page). The finalized report can be signed and forwarded to the Reviewing Officer. ***Reporting Seniors must provide signed copies of all reports to the MRO.***

If the report is adverse and the Marine Reported On elected to make a statement, *go to Section 5 – Marine Reported On Action.*

## 3.5 OPEN AN EXISTING FITNESS REPORT

This action will allow the RS to open a fitness report that was saved during a previous session. To execute this option, click the **Open Existing Fitness Report** box and press the **[OK]** button. If the RS presses the **[Cancel]** button, the process is terminated.



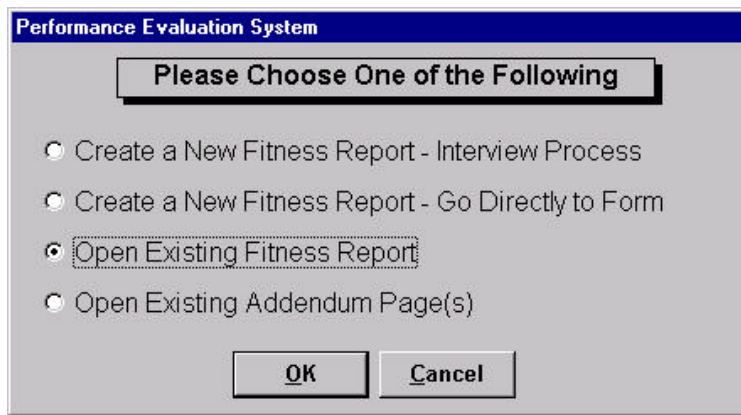


Figure 3-28, RS Action

If the RS selects **Open Existing Fitness Report** and presses the [**OK**] button – the RS will be asked to select a Fitness Report on the diskette. The RS will have the capability to work with either draft or final versions of fitness reports. However, a final version must be converted to a draft before changes can be made to the information. This is accomplished by opening the final report and clicking the ‘**DRFT**’ icon on the toolbar. Once the RS has completed the fitness report, it should be finalized and saved according to the instructions in *Section 3.4.2*.

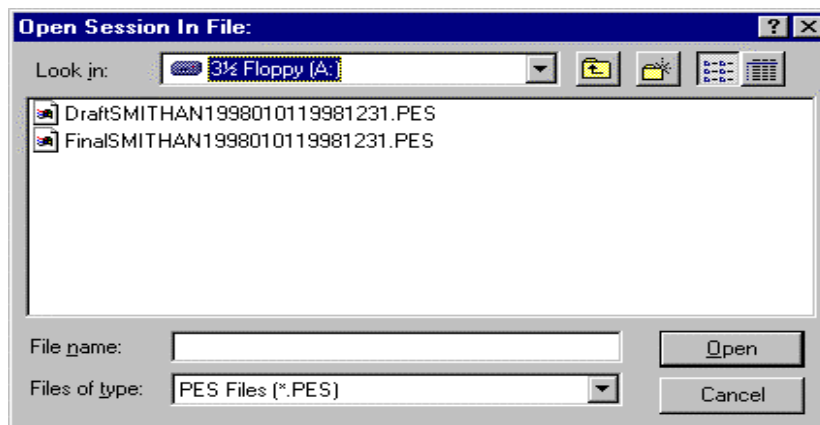
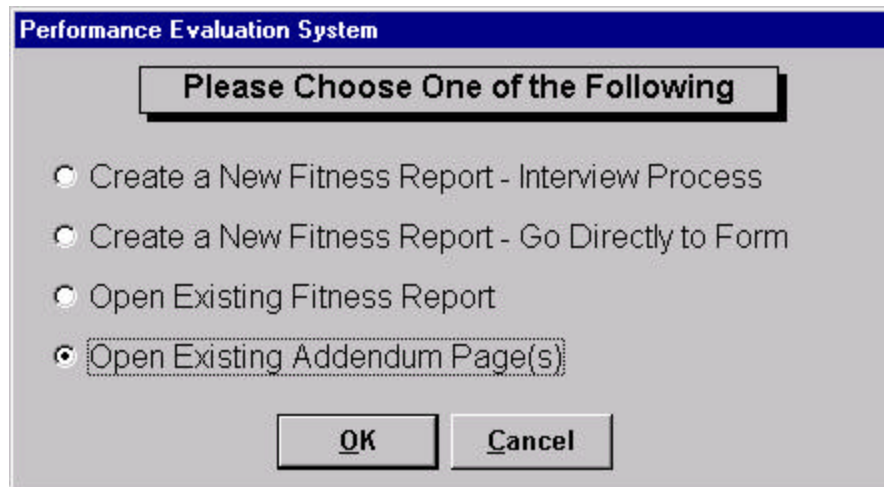


Figure 3-29, Open Existing Fitness Report

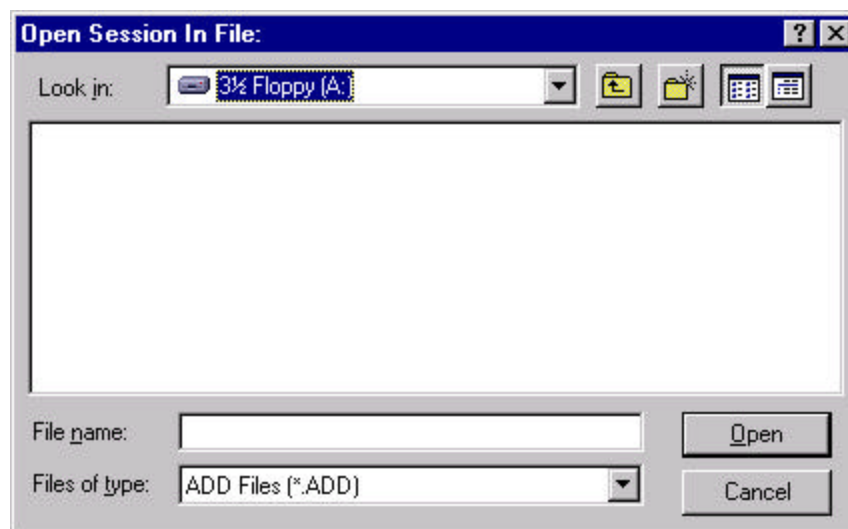
### 3.6 OPEN AN EXISTING ADDENDUM PAGE

This action will allow the RS to open a fitness report that was saved during a previous session. To execute this option, click the **Open Existing Addendum Page** box and press the [**OK**] button. If the RS presses the [**Cancel**] button, the process is terminated.



*Figure 3-30, RS Action*

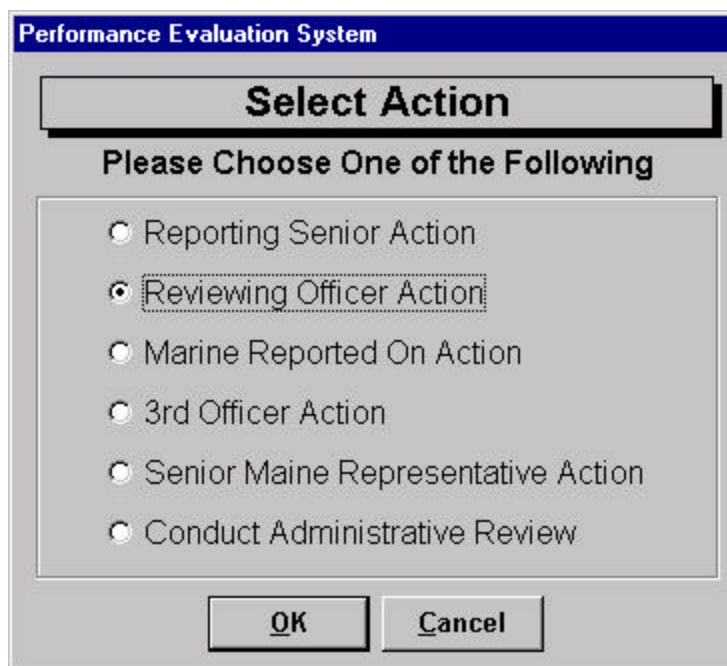
If the RS selects **Open Existing Addendum Page** and presses the **[OK]** button – the RS will be asked to select an Addendum Page on the diskette. The RS will have the capability to work with a final version of an addendum page. The final version can not be converted to a draft; therefore, changes can't be made to the information. This page is strictly for viewing purposes.



*Figure 3-31, Open Existing Addendum Page*

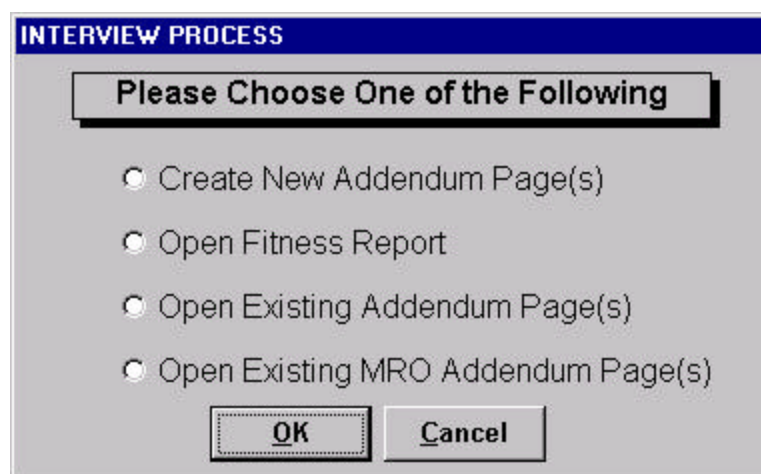
## 4 REVIEWING OFFICER ACTION

To initiate the RO action, click the **Reviewing Officer Action** box and press the **OK** button. If the RS presses the **Cancel** button, the process is terminated.



*Figure 4-1, Select Action*

The Reviewing Officer (RO) has the capability to review a final fitness report using the PES Windows Front End Subsystem, and if necessary, to create a new Addendum Page, to open an existing one, or open an MRO's Addendum Page.



*Figure 4-2, Select Action*

**Open Fitness Report** – allows the RO to open a final fitness report and create Addendum Pages within the final fitness report file – *Sections 4.1 and 4.2*.

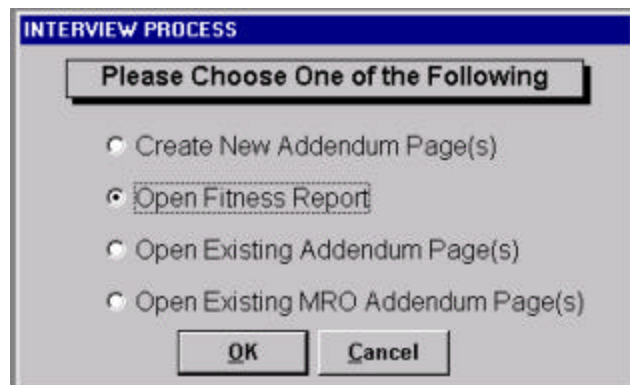
**Create New Addendum Page(s)** – allows the RO to create a new Addendum Page that is saved as a separate file - *Section 4.3*. This option should only be used when the RO does not have access to the original final fitness report file.

**Open Existing Addendum Page** – allows the RO to open an Addendum Page created and saved during a previous session - *Section 4.5*.

**Open Existing MRO Addendum Page** – allows the RO to open a MRO Addendum Page created and saved during a previous session - *Section 4.6*.

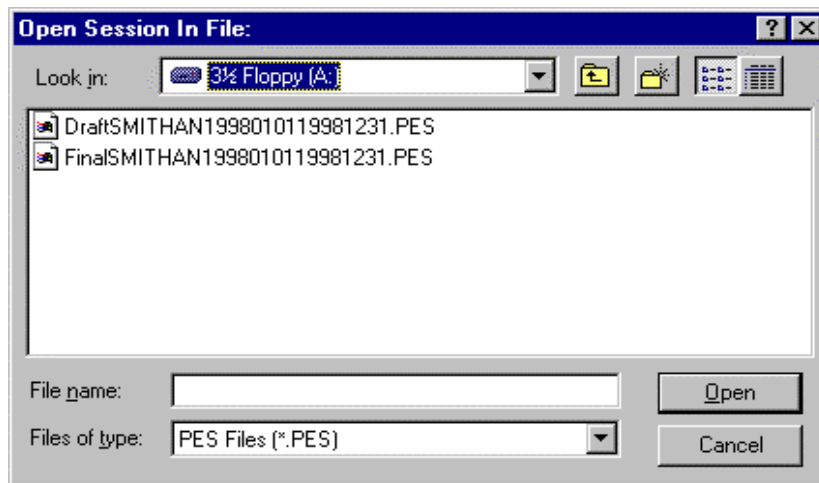
#### 4.1 OPEN FITNESS REPORT

This action will allow the RO to open a fitness report that was finalized by the RS. To execute this option, click the **Open Fitness Report** box and press the **[OK]** button. If the RO presses the **[Cancel]** button, the process is terminated



*Figure 4-3, RO Action*

If Reviewing Officer selects the **Open Fitness Report** – and presses the **[OK]** button – the RO will be asked to select a fitness report on the diskette.



*Figure 4-4, Open Existing Fitness Report*

The RO can only review the final report and will not be able to make changes to *Sections A* through *J* nor convert the final report to a draft. If the report requires administrative or procedural corrections, it must be returned to the Reporting Senior for correction.

Select the fitness report to open and press the [**O**pen] button. Once the final report opens, click the right arrow key on the toolbar to review each page of the report. On page 5, scroll down to *Section K* to fill in required RO information per paragraph **4014, INSTRUCTIONS FOR COMPLETING SECTION K (REVIEWING OFFICER COMMENTS)**.

Once you have completed the required fields, you can create an Addendum Page within this file (*Section 4.3*), if desired, or finalize the report (*Section 4.4.5*).

USMC FITNESS REPORT																									
1. Marine Reported On: a. Last Name      b. First Name      c. MI      d. SSN <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2. Occasion and Period Covered: a. OCC      b. From      To <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																							
<b>I. DIRECTED AND ADDITIONAL COMMENTS</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																									
<b>J. CERTIFICATION</b> 1. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the Marine Reported On. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;">             _____              (Signature of Reporting Senior)           </div> <div style="width: 15%; text-align: center;"> </div> <div style="width: 25%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> <span>YY</span><span>MM</span><span>DD</span> </div>             (Date in YYYYMMDD format)           </div> </div>																									
2. I ACKNOWLEDGE the adverse nature of this report and <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <input type="checkbox"/> I have no statement to make  <input type="checkbox"/> I have attached a statement           </div> <div style="width: 15%; text-align: center;">             _____              (Signature of Marine Reported On)           </div> <div style="width: 25%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> <span>YY</span><span>MM</span><span>DD</span> </div>             (Date in YYYYMMDD format)           </div> </div>																									
<b>K. REVIEWING OFFICER COMMENTS</b> 1. OBSERVATION: <input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient    2. EVALUATION: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur																									
<b>3. COMPARATIVE ASSESSMENT:</b> Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION</th> <th style="width: 10%;"></th> <th style="width: 30%;">COMPARATIVE ASSESSMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><u>THE EMINENTLY QUALIFIED MARINE</u></td> <td style="text-align: center;"><input type="checkbox"/></td> <td rowspan="6" style="text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">ONE OF THE FEW</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><u>EXCEPTIONALLY QUALIFIED MARINES</u></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">ONE OF THE MANY HIGHLY QUALIFIED</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">PROFESSIONALS WHO FORM THE</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><u>MAJORITY OF THIS GRADE</u></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><u>A QUALIFIED MARINE</u></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">UNSATISFACTORY</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>			DESCRIPTION		COMPARATIVE ASSESSMENT	<u>THE EMINENTLY QUALIFIED MARINE</u>	<input type="checkbox"/>		ONE OF THE FEW	<input type="checkbox"/>	<u>EXCEPTIONALLY QUALIFIED MARINES</u>	<input type="checkbox"/>	ONE OF THE MANY HIGHLY QUALIFIED	<input type="checkbox"/>	PROFESSIONALS WHO FORM THE	<input type="checkbox"/>	<u>MAJORITY OF THIS GRADE</u>	<input type="checkbox"/>	<u>A QUALIFIED MARINE</u>	<input type="checkbox"/>		UNSATISFACTORY	<input type="checkbox"/>	
DESCRIPTION		COMPARATIVE ASSESSMENT																							
<u>THE EMINENTLY QUALIFIED MARINE</u>	<input type="checkbox"/>																								
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<u>MAJORITY OF THIS GRADE</u>	<input type="checkbox"/>																								
<u>A QUALIFIED MARINE</u>	<input type="checkbox"/>																								
UNSATISFACTORY	<input type="checkbox"/>																								
4. REVIEWING OFFICER COMMENTS: Amplify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																									
5. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;">             _____              (Signature of Reviewing Officer)           </div> <div style="width: 15%; text-align: center;"> </div> <div style="width: 25%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> <span>YY</span><span>MM</span><span>DD</span> </div>             (Date in YYYYMMDD format)           </div> </div>																									
6. I ACKNOWLEDGE the adverse nature of this report and <input type="checkbox"/> I have no statement to make																									

*Figure 4-5, Section K*

## 4.2 CREATE NEW ADDENDUM PAGE FROM WITHIN A FITNESS REPORT

*Save the report before creating an Addendum Page.*

The RO can create an Addendum Page by clicking the box next to the question “Addendum Page Attached” in *Section L*, and then clicking “**ADD**” on the toolbar. If the RS already attached an Addendum Page to the report, the box will already be checked. The new Addendum Page will appear as the last page of the report. Data for MRO and RO will automatically populate each new Addendum Page. The RO must enter information for the General / Senior Officer information if the report is adverse. Guidance for completing the Addendum Page is contained in paragraph **4015, INSTRUCTION FOR COMPLETING SECTION L (ADDENDUM PAGE)**.

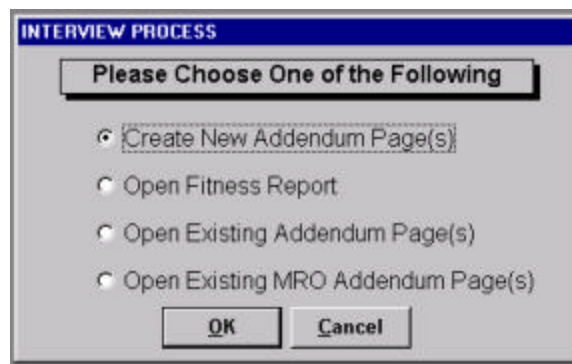
The option to run spell check will appear if the report has not been spell checked. For instructions on how to use spell check, see Section 2.7.

If the RO determines an Addendum Page is not required, it can be deleted in two ways. The preferred method is to go to the Addendum Page to be deleted and click the “Delete Addendum Page” toolbar icon (signified by the letters “**ADD**” crossed out with an “**X**”).

The second method to delete an Addendum Page is to de-select the “X” in the check box in Section L of the fitness report. *WARNING: This will delete all Addendum Pages you have added to this fitness report. If you accidentally delete Addendum Pages, exit the FitRep without saving your changes and then reopen the original file per Section 3.5, Open an Existing Fitness Report.*

## 4.3 CREATE A NEW ADDENDUM PAGE(s)

This action allows a new Addendum Page(s) to be created in a file separate from the original FitRep file created by the RS. To execute this option, click the **Create a New Addendum Page** box and press the [**OK**] button. Pressing the [**Cancel**] button will terminate the process.



*Figure 4-6, RO Action*

*This option should only be used if the RO does not have access to the original fitness report final created by the Reporting Senior. If the original was already forwarded to HQMC and the RO has access to the original file, complete the Addendum Page per Section 4.2, print the final report, and forward only the new Addendum Page to HQMC.*



If **Create a New Addendum Page(s)** is selected and the **OK** button is pressed – a new Addendum Page and file will be created. All information must be entered consistent with the guidance contained in paragraph **4014** of the **MCO P1610.7E**.

#### 4.4 COMPLETING THE ADDENDUM PAGE

USMC FITNESS REPORT 1 of 1									
USMC FITNESS REPORT NAVMC 11297 (Rev. 9-99) (VN 3.0 )					ADDENDUM PAGE			DO NOT STAPLE THIS FORM	
<b>A. PURPOSE</b>									
1. Marine Reported On:					2. Occasion and Period Covered:				
a. Last Name	b. First Name	c. MI	d. SSN	e. Grade	a. OCC	b. From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>3. PURPOSE</b>									
a. Continuation of Comments Justification	Section I	RO	b. Accelerated Promotion Justification	c. Adverse Report MRO Statement	3rd Officer	Sighter	d. Admin Review	e. Supplemental Material	f. HQMC Use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. TEXT</b>									
<b>C. SUBMITTED BY</b>									
1. a. Last Name	b. First Name	c. MI	2. SSN	3. Service	4. Grade				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
				Signature		(Date in YYYYMMDD format)			
<b>D. GENERAL/SENIOR OFFICER ADVERSE REPORT SIGHTING</b>									
1. a. Last Name	b. First Name	c. MI	2. SSN	3. Service	4. Grade				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
5. Title				Signature		(Date in YYYYMMDD format)			
<input type="text"/>									
PAGE 1 OF 1									

Figure 4-7, Addendum Page



Following the guidance in paragraph **4015, INSTRUCTIONS FOR COMPLETING SECTION A** – enter *Last Name, First Name, Middle Initial* and *SSN*. Enter the *Grade* or select it from the pull down box. Enter the *Occasion, From Date* and *To Date* in YYYYMMDD format or use the pull down to activate a calendar to input the date.

Continue by selecting the appropriate boxes in *Section 3, Purpose*, in accordance with paragraph **4015**.

#### 4.4.1 Section B - TEXT

Following the guidance in paragraph **4015, INSTRUCTIONS FOR COMPLETING SECTION B** – enter the statement.

#### 4.4.2 Section C - SUBMITTED BY

Following the guidance in paragraph **4015, INSTRUCTIONS FOR COMPLETING SECTION C** – enter *Last Name, First Name, Middle Initial* and *SSN*. Enter the *Grade* or select it from the pull down box. Enter *Service* or select it from the pull down box. Enter the *Date* in YYYYMMDD format or use the pull down to activate a calendar to input the date.

#### 4.4.3 Section D - GENERAL/SENIOR OFFICER ADVERSE REPORT SIGHTING

Following the guidance in paragraph **4015, INSTRUCTIONS FOR COMPLETING SECTION D** – enter *Last Name, First Name, Middle Initial* and *SSN* of the General / Senior Officer who will be sighting the report. Enter the *Grade* or select it from the pull down box. Enter *Service* or select it from the pull down box. Enter the *Date* in YYYYMMDD format or use the pull down to activate a calendar to input the date. Enter the *Title of the General / Senior Officer*.

#### 4.4.4 Save the Addendum Page to a Floppy Diskette as a Draft

To save the *draft Addendum Page* to floppy diskette, select **File, Save** from the toolbar. Addendum Page files are saved in the format using the status of report (Draft), the MRO's last name, the MRO's first name, and the MRO's initials. The file is given the extension ".ADD". Thus, an example of a saved draft Addendum Page would be "DraftSMITHJOHNJ.ADD". When ready to resume work on the draft report, return to the Addendum Page by selecting **"Open Existing Addendum Page"** per *Section 4.5*.

The option to run spell check will appear if the report has not been spell checked. For instructions on how to use spell check, see *Section 2.7*.

If the page is saved as a draft, the words "*Draft Copy*" will appear at the top of each page when the Addendum Page is printed. **This copy is not acceptable at HQMC.**

#### 4.4.5 Save the Addendum Page to a Floppy Diskette as a Final

This option allows the *final Addendum Page* to be saved to floppy disk in the format using the status of report (Final), the MRO's last name, the MRO's first name, and the MRO's initials. The file is given the extension ".ADD". Thus, an example of a saved final Addendum Page would be "FinalSMITHJOHNJ.ADD".

Before the Addendum Page can be saved as a final, it must be finalized by selecting the **'Final'** icon on the toolbar and making the corrections as noted. The Addendum Page will not finalize until all corrections are made.

Once the Addendum Page is finalized, *no changes can be made* unless it is converted back to a draft by clicking the **'DRFT'** icon on the toolbar.

If the Addendum Page is finalized, it will print as a final (the words "*Draft Copy*" will not appear at the top of each page). The finalized page can be signed and forwarded per the guidance in MCO P1610.7E.

#### 4.5 OPEN EXISTING ADDENDUM PAGE(s)

This action allows an existing Addendum Page with the ".ADD" extension to be opened and modified. To execute this option, click the **Open Existing Addendum Page(s)** box and press the **[OK]** button. Pressing the **[Cancel]** button terminates the process.

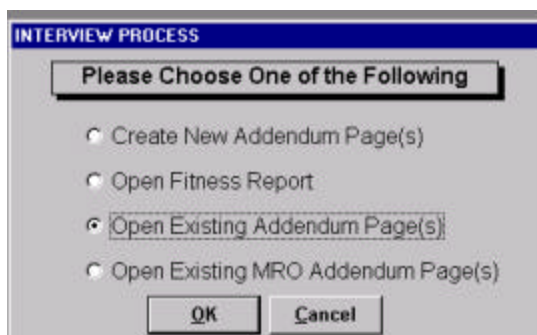


Figure 4-8, Open Existing Addendum Page(s)

If this option is selected you will be asked to select an Addendum Page on the diskette.

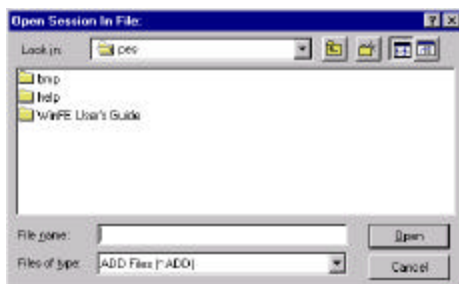
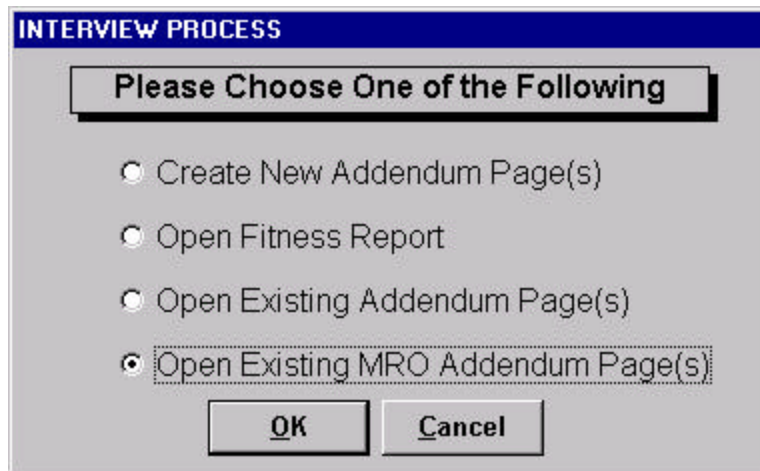


Figure 4-9, Existing Addendum Page

You will have the capability to view the Addendum Page and modify it, if desired. To modify an existing Addendum Page, ensure you are in draft mode by clicking on the “**DRFT**” button on the toolbar. To create an additional Addendum Page within this file, click on the “**ADD**” button on the toolbar.

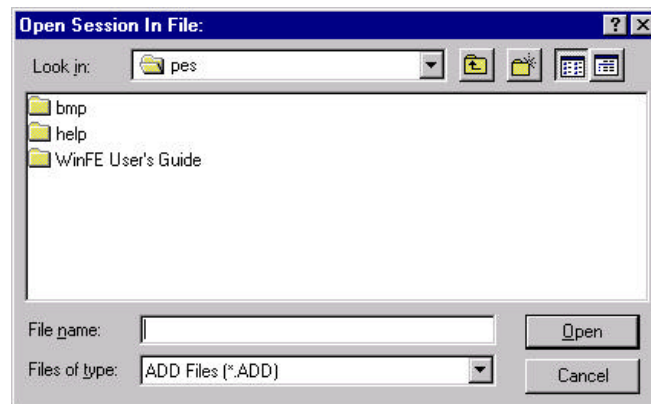
#### 4.6 OPEN EXISTING MRO ADDENDUM PAGE(S)

This action allows an existing MRO Addendum Page with the “.ADD” extension to be opened. To execute this option, click the **Open Existing MRO Addendum Page(s)** box and press the **[OK]** button. Pressing the **[Cancel]** button terminates the process.



*Figure 4-10, Open Existing Addendum Page(s)*

If this option is selected you will be asked to select an Addendum Page on the diskette.

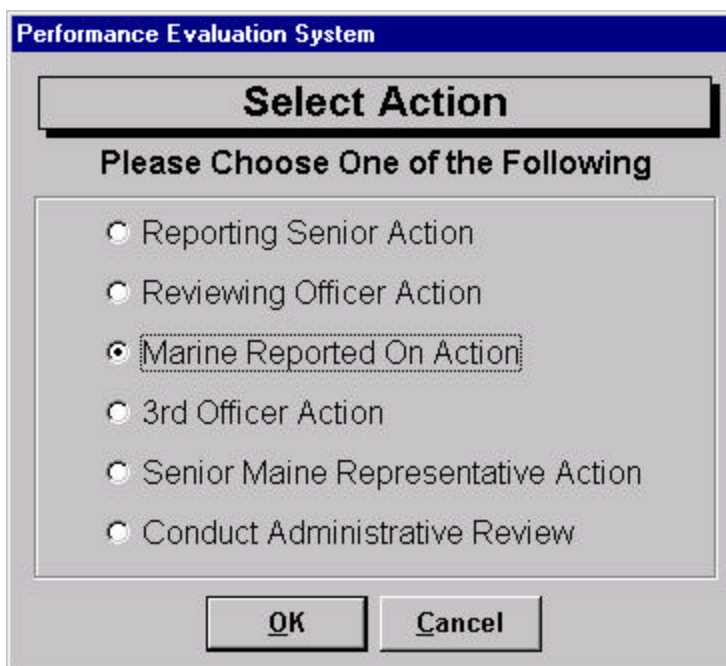


*Figure 4-11, Existing Addendum Page*

You will have the capability to view the Addendum Page; no modification will be possible.

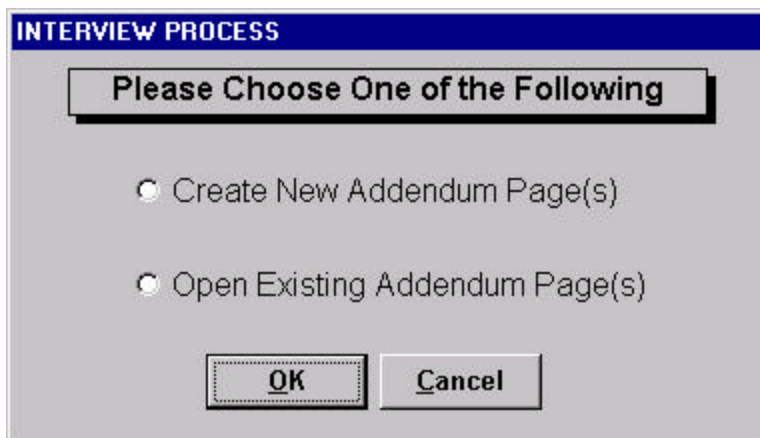
## 5 MARINE REPORTED ON ACTION

To initiate this action, click on the **Marine Reported On Action** box and press the **[OK]** button. If the **[Cancel]** button is pressed, the process is terminated.

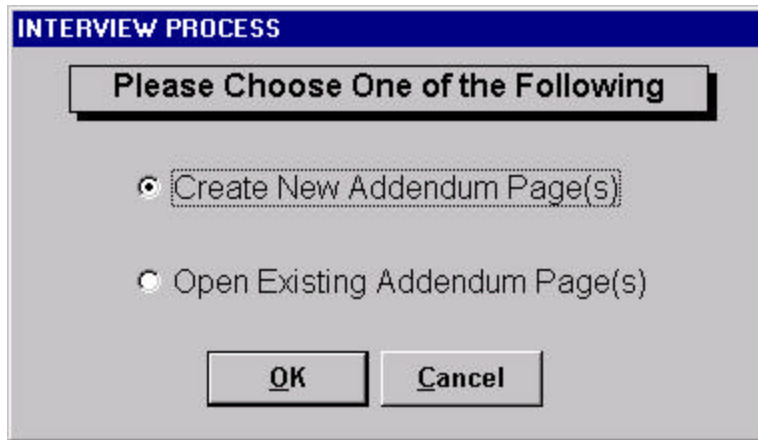


*Figure 5-1, Select Action*

The Marine Reported On (MRO) has the capability to create a new Addendum Page or to open an existing one.

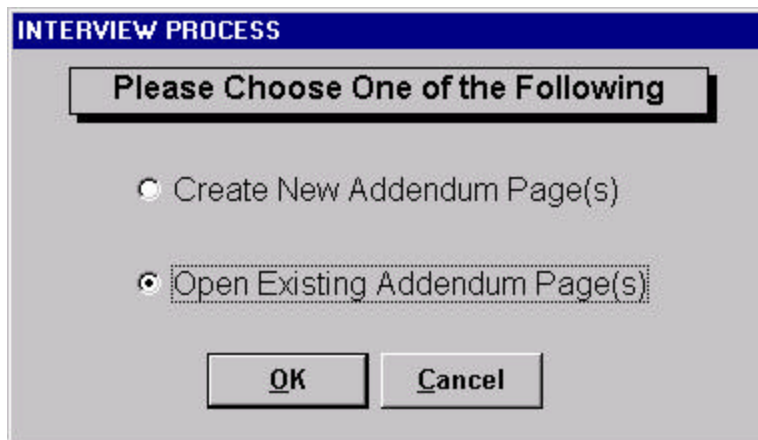


*Figure 5-2, Select Action*



*Figure 5-3, MRO Action*

**Create New Addendum Page(s)** – allows the MRO to create a new Addendum Page that is saved as a separate file. Refer to *Sections 4.3 and 4.4* for instructions on creating a new Addendum Page.

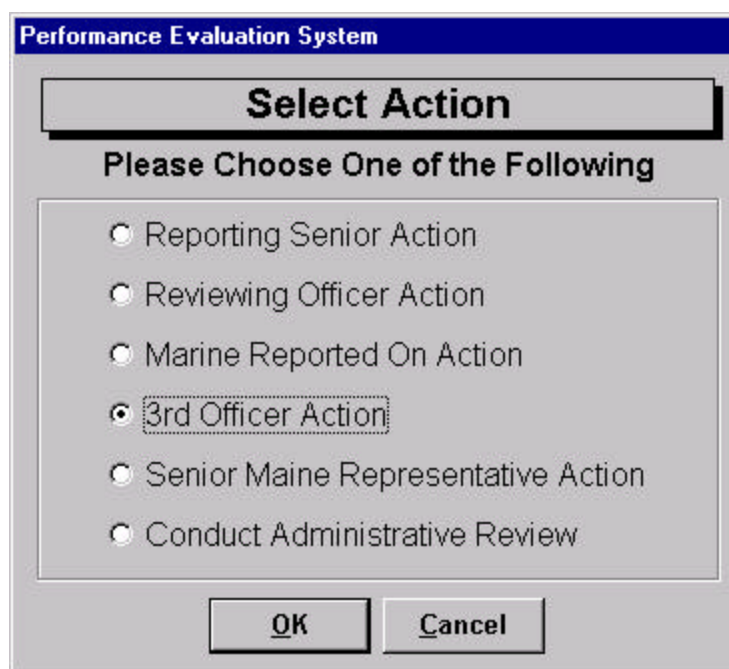


*Figure 5-4, MRO Action*

**Open Existing Addendum Page** – allows the MRO to open an Addendum Page created and saved during a previous session. Refer to *Section 4.5* for instructions on opening an existing Addendum Page(s).

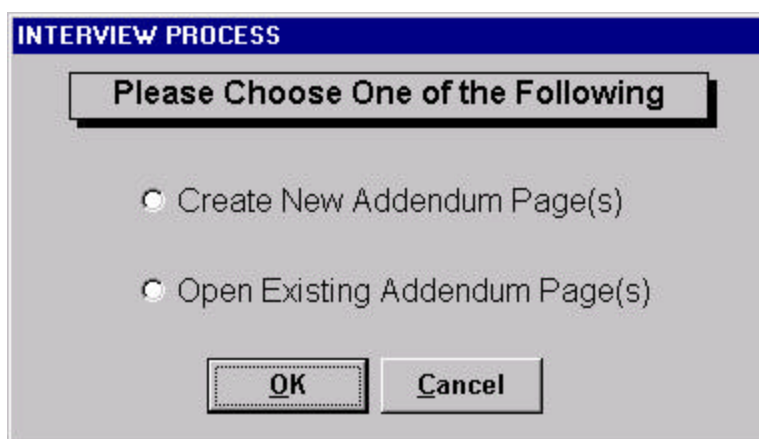
## 6 THIRD OFFICER ACTION

To initiate this action, click the **3<sup>rd</sup> Officer Action** box and press the [**OK**] button. If the [**Cancel**] button is pressed, the process is terminated.

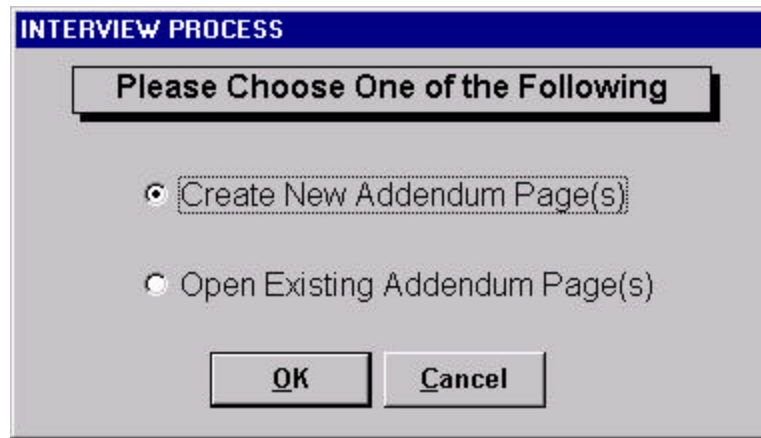


*Figure 6-1, Select Action*

The 3<sup>rd</sup> Officer has the capability to create a new Addendum Page or to open an existing one.

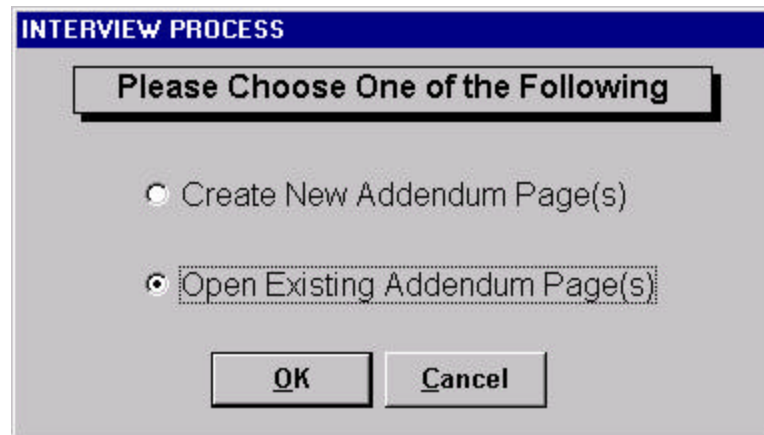


*Figure 6-2, Select Action*



*Figure 6-3, 3<sup>rd</sup> Officer Action*

**Create New Addendum Page(s)** – allows the 3<sup>rd</sup> Officer to create a new Addendum Page that is saved as a separate file. Refer to *Sections 4.3 and 4.4* for instructions on creating a New Addendum Page.

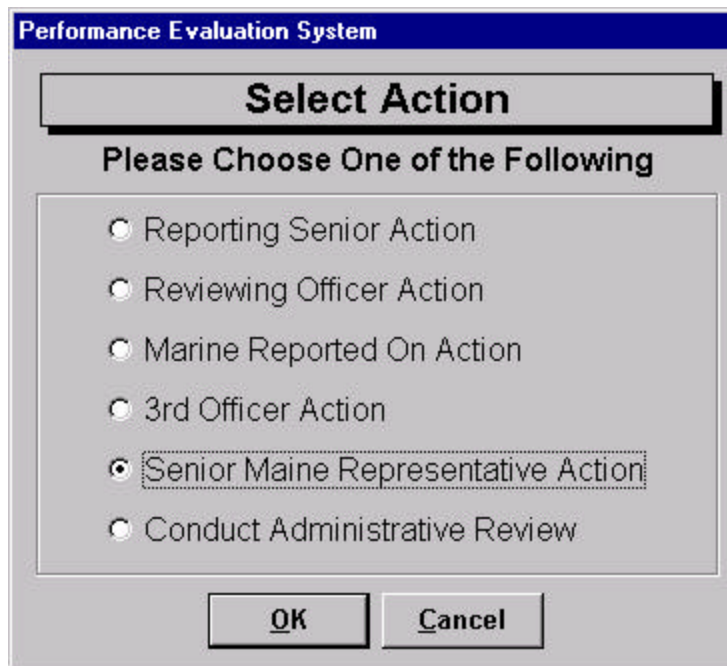


*Figure 6-4, 3<sup>rd</sup> Officer Action*

**Open Existing Addendum Page** – allows the 3<sup>rd</sup> Officer to open an Addendum Page created and saved during a previous session. Refer to *Section 4.5* for instructions on opening an existing Addendum Page(s).

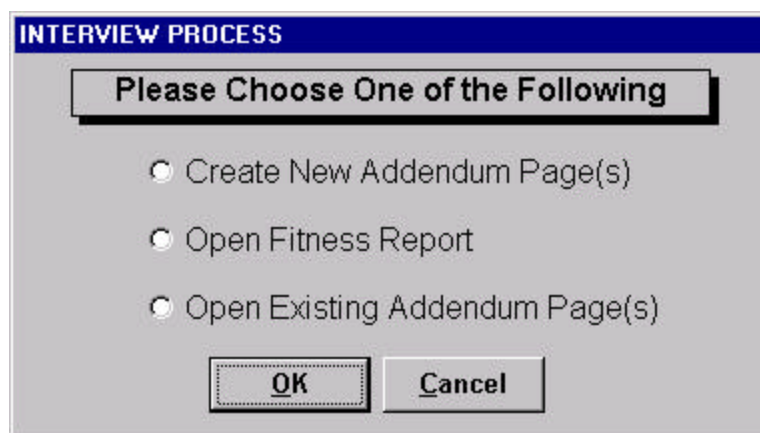
## 7 SENIOR MARINE REPRESENTATIVE ACTION

To initiate this action, click the **Senior Marine Representative Action** box and press the [**OK**] button. If the [**Cancel**] button is pressed, the process is terminated.



*Figure 7-1, Select Action*

The Senior Marine Representative (SMR) has the capability to open an existing fitness report, create a new Addendum Page, or to open an existing Addendum Page.

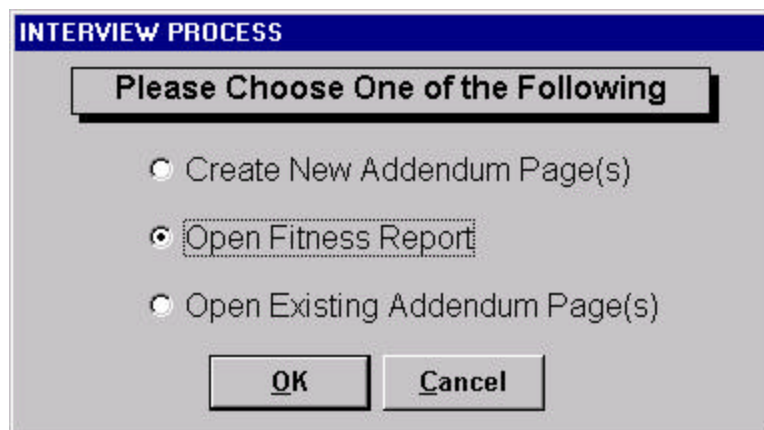


*Figure 7-2, Select Action*



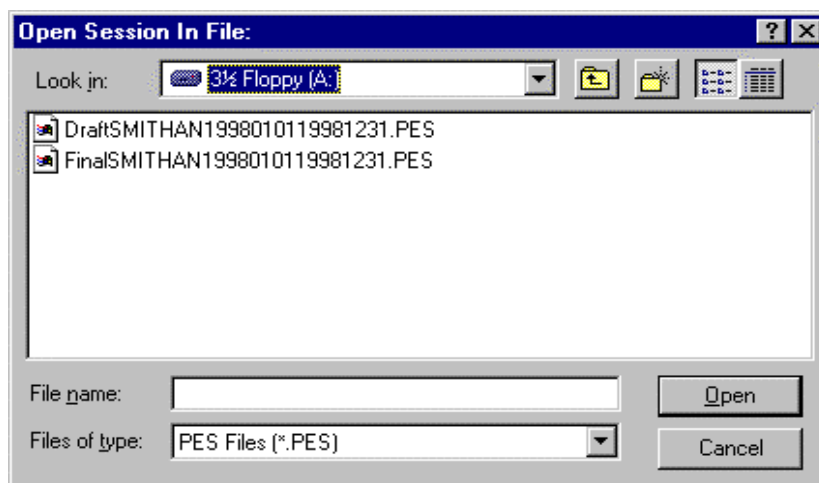
## 7.1 OPEN FITNESS REPORT

This action will allow the SMR to open a fitness report that was finalized by the RS. To execute this option, click the **Open Fitness Report** box and press the [**OK**] button. If the SMR presses the [**Cancel**] button, the process is terminated



*Figure 7-3, SMR Action*

If the Senior Marine Representative selects **Open Fitness Report** – and presses the [**OK**] button – the SMR will be asked to select a fitness report on the diskette.



*Figure 7-4, Open Existing Fitness Report*

The SMR can only review the final report and any Addendum Pages already created within the file. The SMR will not be able to make changes to *Sections A* through *K* nor convert the final report to a draft but will be able to create Addendum Pages within this file. If the report requires administrative or procedural corrections, it must be returned to the appropriate official for correction.

Select the fitness report to open and press the [**O**pen] button. Once the final report opens, click on right arrow key on the toolbar to review each page of the report.

Once you have completed your review, you can create an Addendum Page within this file.

## 7.2 CREATE NEW ADDENDUM PAGE FROM WITHIN A FITNESS REPORT

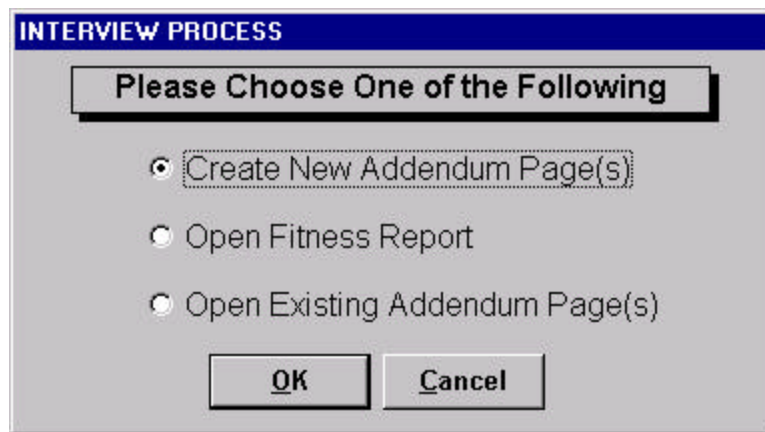
*Save the report before creating an Addendum Page.*

The SMR can create an Addendum Page by clicking on the box to the question “Addendum Page Attached” in *Section L*, and then clicking “**ADD**” on the toolbar. If an Addendum Page is already attached to the report, the box will already be checked. The new Addendum Page will appear as the last page of the report. Data for MRO and SMR will automatically populate each new Addendum Page. The SMR must enter information for the General / Senior Officer information if the report is adverse. Guidance for completing the Addendum Page is contained in paragraph **4015, INSTRUCTION FOR COMPLETING SECTION L (ADDENDUM PAGE)**.

If the SMR determines an Addendum Page is not required, it can be deleted in two ways. The preferred method is to go to the Addendum Page to be deleted and click the “Delete Addendum Page” toolbar icon (signified by the letters “**ADD**” crossed out with an “**X**”).

The second method to delete an Addendum Page is to de-select the “X” in the check box in Section L of the fitness report. *WARNING: This will delete all Addendum Pages you have added to this fitness report. If you accidentally delete Addendum Pages, exit the FitRep without saving your changes and then reopen the original file per Section 3.5, Open an Existing Fitness Report.*

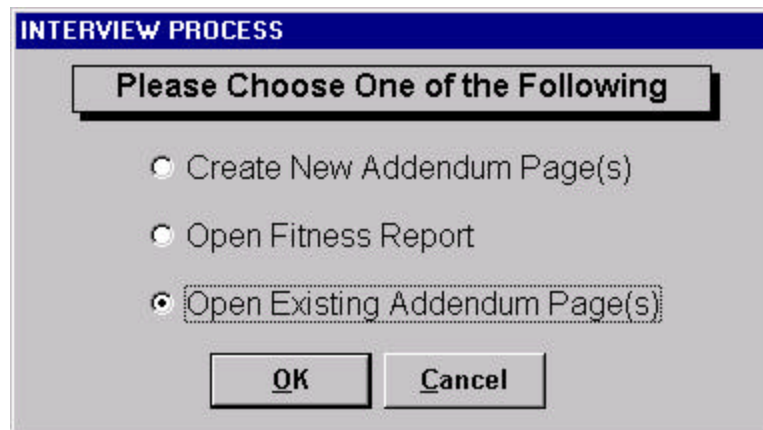
## 7.3 CREATE A NEW ADDENDUM PAGE (s)



*Figure 7-5, Senior Marine Representative Action*

**Create New Addendum Page(s)** – allows the SMR to create a new Addendum Page that is saved as a separate file. Refer to *Sections 4.3 and 4.4* for instructions on creating a new Addendum Page.

#### 7.4 OPEN EXISTING ADDENDUM PAGE(S)

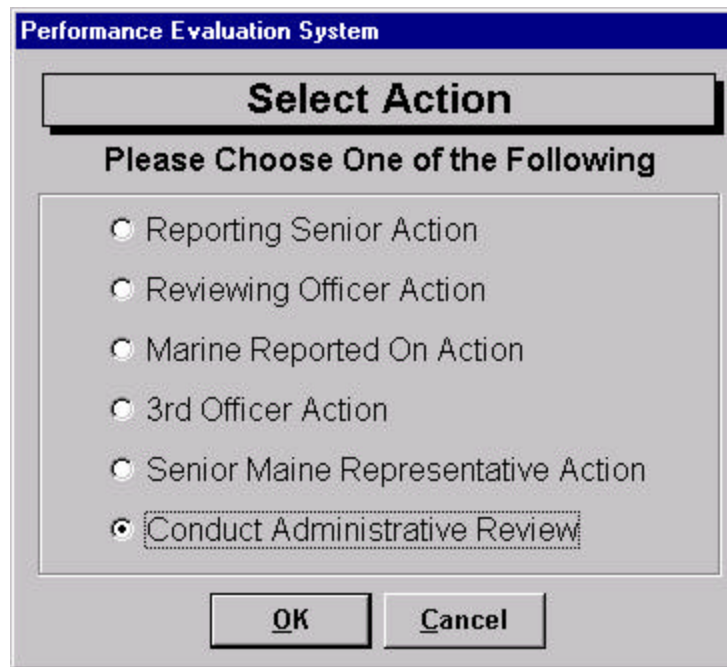


*Figure 7-6, Senior Marine Representative Action*

**Open Existing Addendum Page** – allows the SMR to open an Addendum Page created and saved during a previous session. Refer to *Section 4.5* for instructions on opening an existing Addendum Page(s).

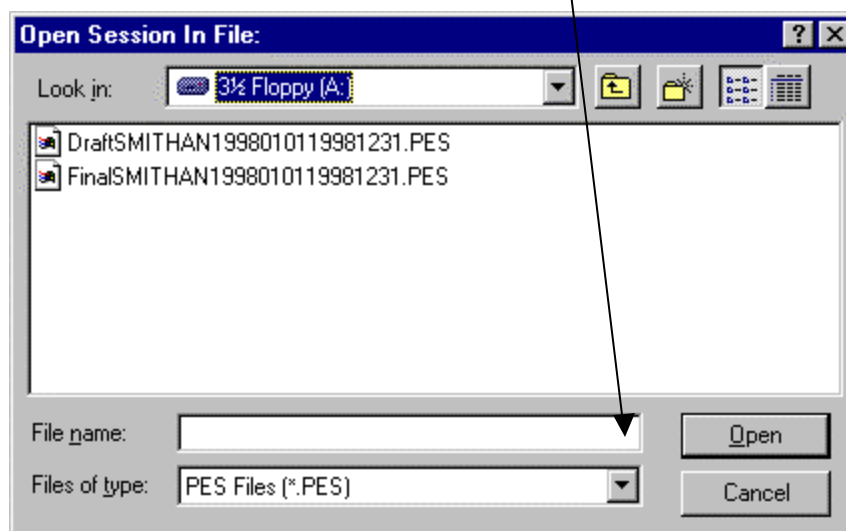
## 8 CONDUCT ADMINISTRATIVE REVIEW

To initiate this action, click the **Conduct Administrative Review** box and press the [**OK**] button. If the [**Cancel**] button is pressed, the process is terminated.



*Figure 8-1, Select Action*

This action will allow the administrator to review a final fitness report or addendum page for procedural and administrative correctness. The individual conducting the administrative review will be asked to select a fitness report on the diskette. Select that either fitness reports or addendum pages (\*.PES or \*.ADD) are shown by clicking the drop-down box to the right of the Files of Type box.



*Figure 8-2, Open Existing Fitness Report/Addendum Page*

## **9 TRANSMITTING FITNESS REPORTS TO MMSB FOR PROCESSING**

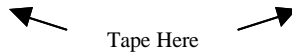
### **9.1 FORWARD VIA US MAIL**

MCO P1610.7E, CHAPTER 7 provides guidance on the submission of completed reports. Concurrent with the guidance contained in MCO P1610.7E, completed reports will be mailed to Commandant of the Marine Corps (MMSB-32), Headquarters, Marine Corps, 2008 Elliot Road, Quantico, VA 22134-5030.

### **9.2 FORWARD VIA ELECTRONIC SUBMISSION**

At this time, electronic submission is not available. All reports must be submitted via hand delivery or mail service.

PES WinFE User Comment Form



From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Personnel Management Support Branch (MMSB)  
Personnel Management Division  
Headquarters, U. S. Marine Corps  
2008 Elliot Road  
Quantico, VA 22134-5030

----- Fold Here -----

Please identify the version of the PES WinFE application you are using: \_\_\_\_\_

Please identify as much information as possible about your computer:

Manufacturer: \_\_\_\_\_ Total Hard Drive Space: \_\_\_\_\_ MB or GB  
Model: \_\_\_\_\_ Available Hard Drive Space: \_\_\_\_\_ MB or GB  
Memory (RAM): \_\_\_\_\_ MB

Operating System: (Circle One): Windows<sup>®</sup> 95 / Windows 98<sup>®</sup> / Windows<sup>®</sup> NT 4.0 / Windows 2000<sup>®</sup>  
CPU: (Circle One) 486 / Pentium / Pentium II / Pentium III / Other \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
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Comments/Suggestions/Recommendations for system enhancements (continue on reverse if necessary):

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Point of Contact Information: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Optional)